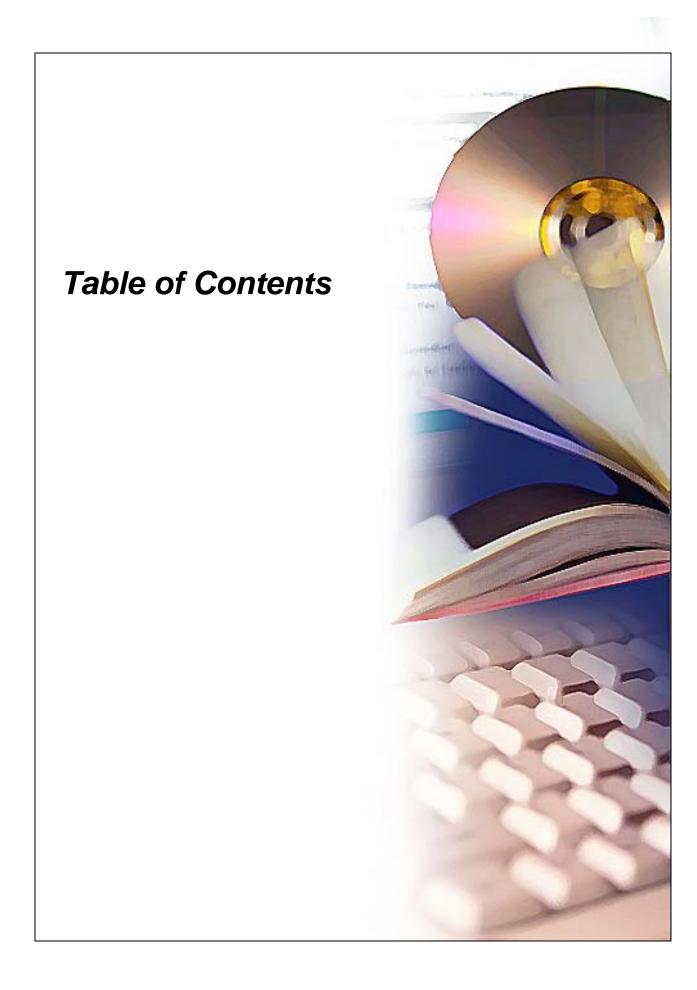
MCtime for Managers

Version 5.2 July 2008





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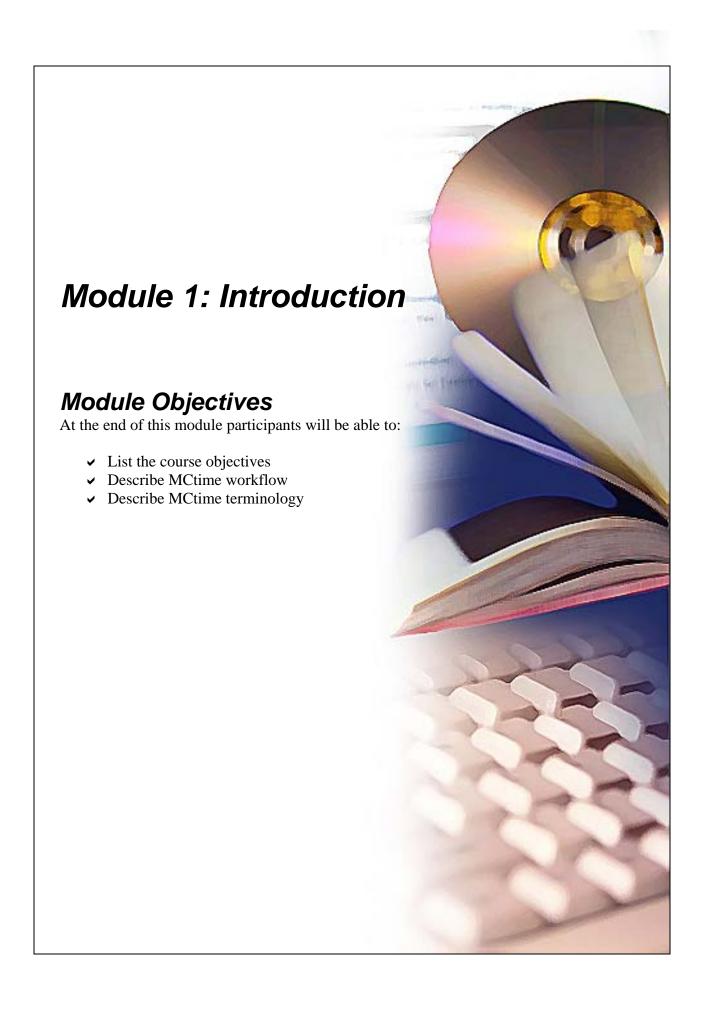
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Course Overview

Welcome to MCtime for Managers! This course provides the tools needed to learn concepts and procedures involved in using MCtime, Montgomery County's new electronic timecard system used to track employee time.

About This Course

This course combines lecture, demonstration and hands-on practice exercises. This approach provides participants with a well-rounded foundation in the day-to-day activities required to accurately track employee's time and attendance.

This training focuses on the participant's ability to perform specific objectives by the end of the class. The class is designed so that the instructor can assist in successfully completing these objectives. During this class, participants learn about various components of the MCtime system, and then practice learned skills using hands-on exercises. There are additional exercises to work on independently throughout the class to reinforce skills. If there are any questions during the class, ask the instructor for assistance.

Disclaimer

This Training Document Does Not Constitute or Change Any Express or Implied Contract

The following training material provides general guidance for employees concerning the County's electronic timecard system. It is not intended to change or otherwise modify any law, rule, regulation or bargaining agreement that may impact the subject matter contained in this document. If there is an inconsistency, the law, rule, regulation or bargaining agreement will prevail.



Icons

The following table describes the icons that are used throughout this course.

Icon	Description		
	Warning for potential problems		
	Focus on a term or topic		
L	Introduction of a Business Process		
•	Real-World example		

Course Objectives

At the end of this course participants will be able to . . .

- 1. Describe MCtime functionality.
- 2. Define and be comfortable with MCtime terminology.
- 3. Navigate throughout the system.
- 4. Interpret employees' information using MCtime GeniesTM.
- 5. Use the MCtime online Help application.
- 6. Maintain employees' schedules.
- 7. Use the features of the timecard.
- 8. Perform timecard approvals.
- 9. Access and print reports.

Prerequisites

Familiarity with Microsoft Windows® and Internet Explorer®.



Workforce Timekeeper

Workforce Timekeeper, version 5.2, is the software application used to track an employee's time information. This system is known as MCtime. MCtime is customized to apply Montgomery County's specific pay policies.

MCtime has the following capabilities:

- Collect and track hours worked
- Pre-populate employee schedules
- Record all leave types
- Assign times to index codes, project codes, grant details, and activity codes
- Create system generated reports
- Automatically calculate overtime and compensatory leave

MCtime Benefits

MCtime offers a multitude of benefits compared to a paper timecard. This paperless, web-based application allows easy navigation and fast feedback related to scheduling, time and attendance information.

MCtime benefits include:

- No need for paper
- Easy workflow for submitting and approving time
- Accurate recording of total hours
- Pre-populated schedules for normal working time including compressed schedules for full-time employees
- Easy access to leave balances
- Simple access for supervisors to review, edit and approve timecards
- Automated payment of multilingual pay differentials

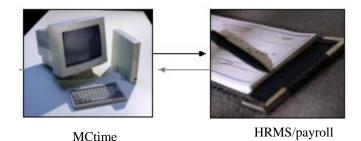
Confidentiality

Industry level security protocols are in place to assure no unauthorized access to personal information. Access to information will be "on a need to know" basis as defined by Montgomery County Personnel Regulation, Section 4-6, Access to employee records.



The Payroll Process

MCtime is an important part of Montgomery County's payroll process. It collects employees' hours and applies Montgomery County's pay policies to total and process the hours. This data may be used to generate reports and is transmitted to the HRMS/payroll system at the end of each pay period.



- 1) Employee enters time and approves.
- 2) Supervisor approves.
- 3) Payroll approves.
- 4) MCtime interfaces with HRMS/payroll.
- 5) Employee receives paycheck.



Business Process

Human resources data is used to populate employee timesheets. Timesheets are not available for new hires on their first work day, but should be available prior to the end of their first pay period.



Capturing Time

Employees are assigned a timecard in MCtime. This timecard tracks durations; in other words, the number of hours the employee works on any given day.

Work schedules are maintained in MCtime for all regular full-time and part-time employees and are based upon the total number of hours the employee is scheduled to work each day, i.e. 8 hours, 10 hours. The scheduled hours are automatically populated on the timecard each pay period. Employees modify timecards only if changes are necessary, i.e. leave taken or additional hours are worked.

It is imperative that all employee schedules be maintained accurately as this is the basis for overtime and holiday leave calculations.

No work schedules are maintained in MCtime for temporary full-time or temporary part-time employees; therefore, temporary employees will not have scheduled hours automatically populated on their timecard. Actual hours worked must be entered daily.

A department supervisor, administrator or timekeeper will be responsible for entering or editing hours worked for all department employees that do not have access to a County computer or are unable to complete and approve their timecard.

All supervisors are responsible for the review and approval of employee timecards each pay period. Supervisors can also edit an employee's timecard.



Business Process

Employees and supervisors are strongly encouraged to review and edit their own timecards on a daily basis.





Business Process

If a supervisor and/or administrator changes an employee's timecard after the employee has applied their approval, an automatic email notification is sent to the employee and a notation is made in the audit trail within the employee timecard.

Managerial Access in MCtime (Who is a Manager?)

Within the MCtime application, a Manager is defined as someone that needs the ability to view, edit and/or approve employee timecards. As a manager, your direct reports are identified within the Position Control System (PCS) that is currently maintained by the Office of Human Resources. You will have the ability to view, edit and approve timecards of all positions maintained in PCS that reflect your position number within the "reports to" field. If you do not have access to the timecards for all of your direct reports, contact your department/division ASC or other HR administrator to update these reporting relationships within PCS. You should also contact your department/division ASC or other HR administrator if you have access to timecards for employees that do not report directly to you or for whom special access has not been granted.

With department director approval, administrative staff (i.e. ASCs) may be given special access to view, enter and/or edit employee timecards, manage employee schedules, run reports, etc. Administrative staff will view timecards in the same manner as a manager and will use a Manager license within MCtime even though no direct reporting relationships exist with the employees. Administrative access to employee timecards may be requested by submitting a Special MCtime Access Request form that is available on the MCtime website.

How People are Defined

The People Record contains information specific to each employee. This information includes the employee's name, employee ID number, primary labor account and pay rule.



The following table defines some components of the People Record.

Term	Description
Employee Name	The name of the employee entered in the People Record as maintained by the Office of Human Resources.
Employee ID Number	Used by the software to identify employees, organize reports and track employees' hours. A unique employee ID number is created for each employee. Social Security numbers are not used as the employee ID.
*Primary Labor Account	Labor account to which an employee is assigned to track hours for accounting purposes. The labor account also identifies the employee's department, division and manager. The Primary Labor Account contains the Home Index Code.
*Pay Rule	Pay rules define how employees are paid for overtime and holiday pay and work in conjunction with the employee's work schedule. MCtime uses pay rules to calculate employee's hours and assign them to appropriate pay codes for payroll purposes.

(*Explained in greater detail later in this module)



Labor Tracking

Labor tracking is a MCtime feature that allows Montgomery County to define where employees' hours accumulate. Employees can change index codes, project codes, activity codes and grant details to allocate costs accurately.

Labor accounts are used in MCtime to group and organize employee hours information for accounting purposes.

Labor accounts are made up of three main components. All three components work together to track where employees' hours are allocated.

- 1. **Labor levels** A category that defines Montgomery County's cost centers and accounting structure.
- 2. **Labor level entries** Entries under each labor level that provide a numeric code and description.
- 3. **Labor accounts** –A combination of one labor entry from each labor level.

This is a list of Montgomery County's **labor levels**:

- 1. Department
- 2. Division
- 3. Manager
- 4. Index Code/Activity Code
- 5. Project Code/Project Code Detail
- 6. Grant Year
- 7. Reserved for future use

This is a list of the County's labor levels with **entries** for each level:

1.	Department	64
2.	Division	6460

3. Manager oo 00534, Manager's Name

Index Code/Activity Code
 Project Code/Project Code Detail
 Grant Year
 Reserved for future use
 6460225B1
 SH3717
 None



In MCtime a complete labor account displays as:

64/6460/00534/6460225B1/SH3717/06/-

Normally project codes and grant codes are not both associated with the same Primary Labor Account.

Pay Rules

All employees are assigned to a pay rule. Pay rules define how employees are paid for overtime and holiday pay purposes and work in conjunction with the employee's work schedule. The pay rules are based upon the County's compensation policies as defined in the Montgomery County Personnel Regulations and the County's various collective bargaining unit agreements currently in place. MCtime uses pay rules to calculate employee's hours and assign them to appropriate pay codes for payroll purposes.



Real-World Example

Full-time Bus Operators in the Transit Services division earn paid overtime for all hours worked over 40 in a week. Department Directors are not entitled to compensation for any hours worked in excess of 80 in a pay period. As a result, the pay rule assigned to Department Directors is different from the pay rule assigned to a Bus Operator.

Schedules

Employee work schedules are maintained in MCtime and play an important role in determining when an employee is eligible to earn overtime, compensatory leave, holiday leave and holiday premium pay. Work schedules must be maintained for all employees except for Temporary and Seasonal employees. Schedules will be explained in more detail in a later module.



Pay Codes

Pay codes hold the hours accumulated by employees throughout the pay period. They can be visualized as "buckets" containing different types of hours. As an employee works, hours are placed into pay code "buckets" as determined by the employee's pay rule.



Business Process

Examples of some Montgomery County pay codes are:

- Regular
- Sick Leave
- Holiday Leave
- Annual Leave
- Personal Days





Real-world Example

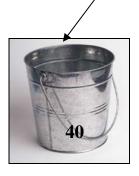
An employee works a total of 44 hours for the week. According to the employee's pay rule, the hours breakout into 40 hours of Regular and 4 hours of Overtime.



Employee enters 44 hours into MCtime



MCtime distributes hours according to the employee's pay rule



Regular



Overtime



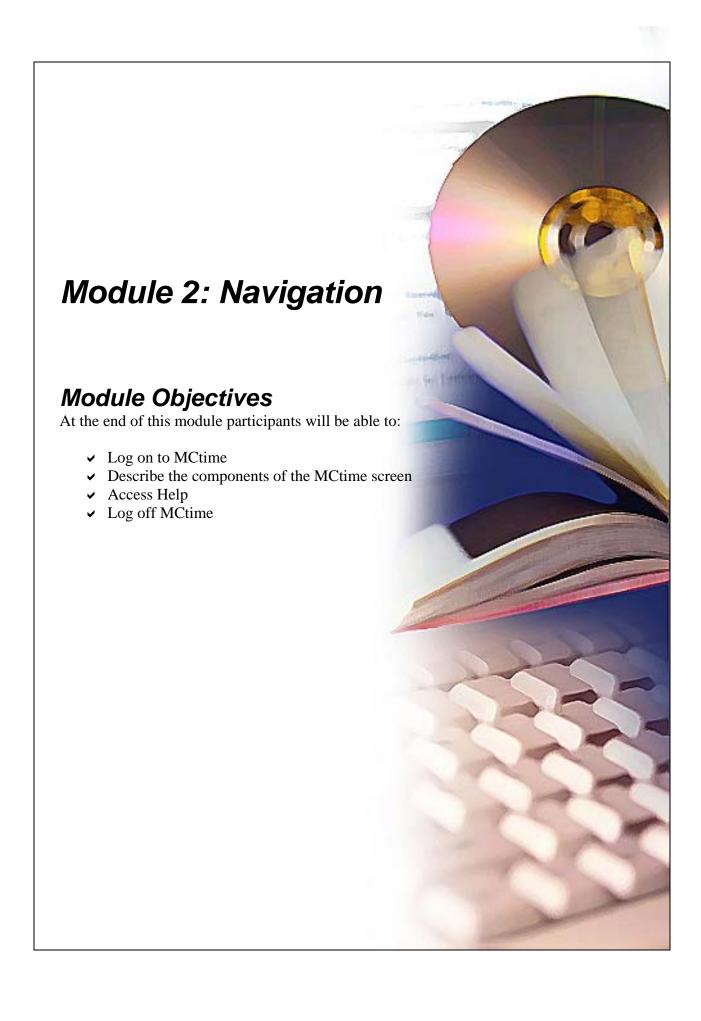
Skill Drill

Below are some questions to reinforce the information presented in Module 1. This book and the MCtime application may be used to complete the questions. The instructor will discuss the answers upon completion.

- 1. True or False. Any action saved to an employee timecard is maintained in an audit trail tab within the application.
- 2. True or False. It is necessary to maintain accurate part-time employee schedules.
- 3. True or False. MCtime uses pay rules to calculate employee's hours and assign them to appropriate pay codes for payroll purposes.
- 4. Name three of the six labor levels:

1			
2.			
3.			

- 5. When is a timecard for a new hire available:
 - A. The same day that they are hired.
 - B. Before the end of the employee's first pay period.
 - C. Within 30 days.





Log On to MCtime

MCtime is a web-based application available via the internet or the intranet.

To access MCtime via the internet, go to the County ePortal webpage at www.montgomerycountymd.gov/eportal and enter your County network id and password. You will be directed to the eportal page where you may select the MCtime - Manager/Employee Access link to access the application.

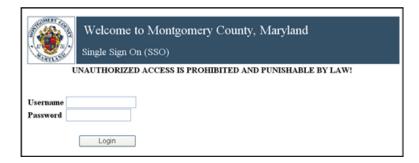
To access MCtime via the County intranet, select the <u>eportal</u> link that appears on the left navigation bar on the County intranet home page at http://portal.mcgov.org.



Warning

MCtime functions best when accessed with Internet Explorer 5.5 or higher.

From the eportal page, enter your County Network *Username* and *Password* and click the **Login** button.





MCtime for Managers Module 2: Navigation



Warning

Passwords are case sensitive.



Business Process

In MCtime the Username/Password is your County Network ID and password. The User Name and Password continue to follow the existing security process.

For log on issues users should contact the Montgomery County Help Desk at 240-777-2828.

Changing the Password

Passwords cannot be changed within MCtime. Password reset follows existing Montgomery County procedures for Network password resets.

The ePortal Page

Select the <u>MCtime – Manager/Employee Access</u> link to enter the application.



Most managers will be able to access the MCtime application via the internet from a non-County computer (i.e. home computer); however, a java applet related problem may occasionally prevent the application from loading. If this occurs, the MCtime - Manager Access - HTML Alternative link may be used by managers to access MCtime.

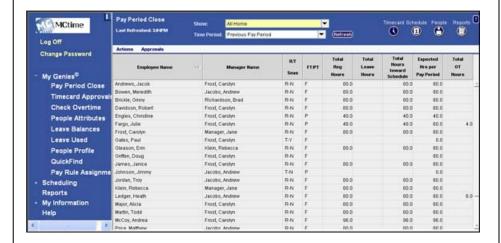




MCtime for Managers Module 2: Navigation

The MCtime Screen

There are three major components of MCtime: the navigation bar, header and workspace.



The **navigation bar** displays a list of features and links. Clicking the text accesses a desired link. Click the **Minimize** icon to minimize the navigation bar. To maximize the navigation bar, click the **Maximize** icon.

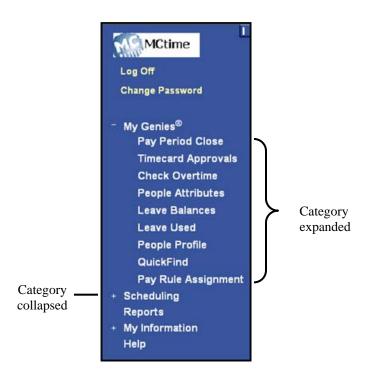
The **header** is the area located at the top portion of the screen underneath the Web browser menus and icons. It is covered in more detail in this module.

The **workspace** is the middle portion of the screen. The contents of the workspace change based on what area of the application the user is accessing.



Expanding the Navigation Bar Categories

The navigation bar is displayed as a "tree" structure with collapsible and expandable branches. Click the + symbol to expand the category. Click the – symbol to collapse the category.



My Genies contains a list of available genies. Genies and other categories in the navigation bar are covered in greater detail later in this course.



MCtime for Managers Module 2: Navigation

Help Link

The MCtime **Help** link is located at the bottom of the navigation bar. Click the **Help** link to access a site map of **Help** topics for the entire MCtime system.



Select the appropriate topic by clicking a hyperlink.

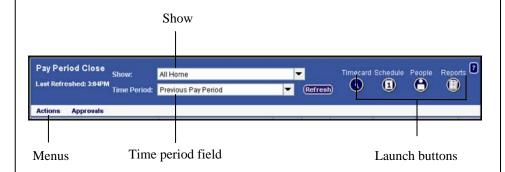


Help text is not specific to Montgomery County but standard to the Kronos application.



Header

The MCtime header is made up of four separate components, the **Show** field, **Time Period** field, **Menus** and **Launch Buttons**.



Show

Determines which people records appear. By default **All Home** displays. **All Home** finds people who are active employees as of today.

Time Period

The time period determines what timeframe is displayed. Some options are **Previous Pay Period**, **Next Pay Period**, **Current Schedule Period** and **Range of Dates**.



Focus

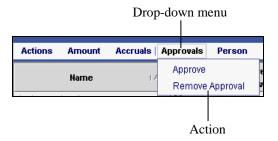
The **Refresh** button seen in the header is covered in a later module of the course.



MCtime for Managers Module 2: Navigation

Menus

The MCtime menu displays across the bottom of the header. Functions can be performed within the system by using menu options. These include **Select All** and **Print**. Menus change depending upon the component used in the workspace.



To access a particular drop-down menu, click the menu title. The drop-down menu actions display. Click one of the actions that appear directly below.

Launch Buttons

The launch buttons are used to open specific applications in the software.



Each launch button is described in the table below:

Launch Button	Description	
Timecard	Launches Timecard application	
Schedule	Launches Schedule application	
People	Launches the People Editor application	
Reports	Launches the Reports application	



Help Icon

The **Help** icon is located at the top, right portion of the header. Click the **Help** icon to view information specific to the function currently in use.

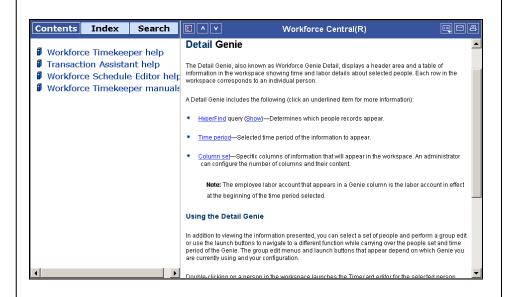


Real-world Example

If the user has a timecard open in the workspace and clicks the **Help** icon, Help displays information relevant to the timecard. There is no need for the user to navigate through the help system in search of the desired information.



Once the **Help** screen displays, click on any hyperlink to access additional help information.





MCtime for Managers Module 2: Navigation

Logging Off

To log off MCtime, click the **Log Off** link that is located at the top of the navigation bar.



The "You have logged out..." screen displays and subsequently redirects you to the County website home page. As a best practice, use **File > Exit** to close the browser.





Warning

Using the **Log Off** link is the correct method of logging off MCtime. Logging off incorrectly maintains the network connection to the database and could allow another user to access your timecard information.



Application or Session Timeout

Montgomery County utilizes application and/or session timeouts according to current security policies. This functionality is designed to protect sensitive information contained within County applications. Timeout policies are evaluated intermittently. Remember to save your data periodically as you work (covered in Module 3 My Timecard). When the MCtime session times out, the user is redirected back to the Montgomery County homepage.



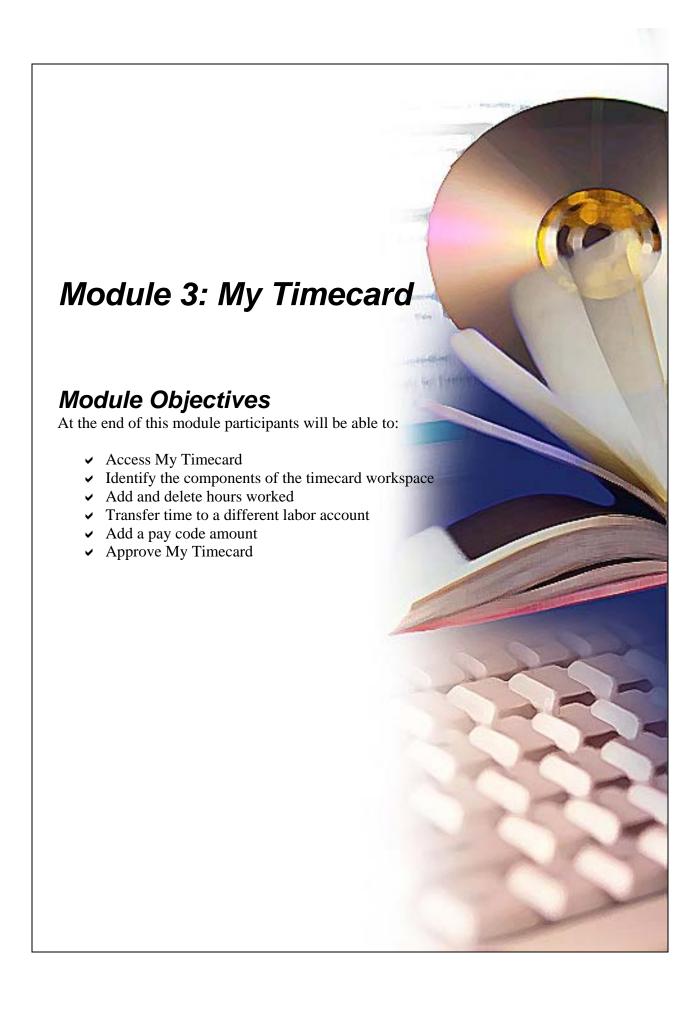
MCtime for Managers Module 2: Navigation

Skill Drill

Below are some questions to reinforce the information presented in Module 2. This book and the MCtime application may be used to complete the questions. The instructor will discuss the answers upon completion.

- 1. True or False. Accessing the live system is via a link on the Montgomery County Intranet.
- 2. True or False. MCtime online Help is available to all users.
- 3. True or False. You should not use the X to log off the MCtime system.
- 4. Name the two pieces of information a user provides to log on to the system.

5.	Nam	ne the three components that make up the MCtime screen:
	1.	
	2.	
	3	
6.		the four items found within the header:
6.	List	the four items found within the header:
6.	List 1.	the four items found within the header:
6.	List 1. 2.	the four items found within the header:





My Timecard

An employee's timecard, the electronic equivalent of a paper timesheet, contains information specific to an employee's worked and non-worked time. The timecard contains duration amounts for each workday. A duration amount is the number of hours an employee works or the amount of leave taken. The timecard also contains pay code and labor account information.

Regular full-time and part-time employees' duration amounts are automatically populated in the timecard. The amount is derived from their schedules. In most cases regular employees only review, edit and approve their timecard. Temporary employees manually enter and approve their time.

Montgomery County has replaced a paper-based system with a webbased system, but the role of the manager has not changed. Managers and administrators still review, edit and approve all employee timecards. Reviewing, editing and approving are now performed electronically. Once a manager approves the time, information is released to payroll.

Typical timecard tasks include:

- Entering time
- Editing time
- Transferring time (changing index codes and project codes)
- Viewing totals and gross earnings
- Checking leave balances under the Accruals tab
- Approving time (signing timesheet)
- Printing the timecard
- Running timecard reports



Accessing My Timecard

From the navigation bar click the **My Information** link. The **My Information** link expands. Click the **My Timecard** link. The employee's own timecard displays.

Clicking **My Timecard** opens an employee's own timecard where he or she can enter, edit, or approve their own time.



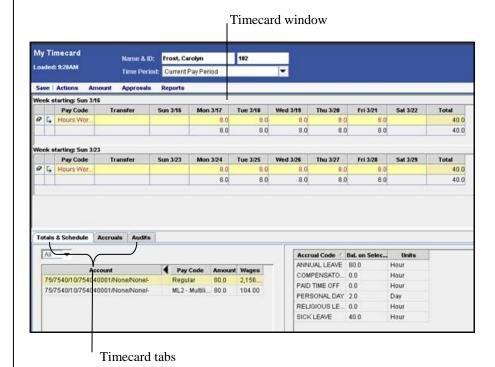
Single-click My Timecard

The manager's own timecard displays.



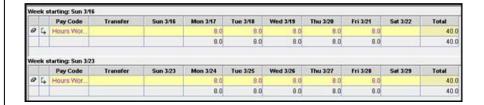
Components of the My Timecard Workspace

The timecard is made up of two main components. The top half of the workspace consists of timecard information. The bottom half contains a series of timecard tabs.



The Timecard Window

Edits to time and attendance information are performed in the **Timecard** window.





The table below describes the columns displayed in the Timecard window. To resize the individual columns click and drag the column borders.

Column	Description
Week Starting	Date that starts the Timecard window grid.
B	Erases entire row of information.
L _≯	Adds a row for the selected date.
Pay Code	The name of the pay code used in the duration amounts. Pay codes were formerly called Earnings Codes or Earn Type. Further information about pay codes is available in the <i>Montgomery County Pay Code Reference Guide</i> found on the MCtime website.
Transfer	By default, hours are assigned to the employee's Home Index Account. If an employee's hours are transferred to a labor account other than the Home Index Account, the code displays in this column. Normally only one Home Index Account is assigned to an employee. If an employee has multiple home index codes an administrator builds these into the schedule.
Date Cell	Number of hours associated with the pay code for the date shown.
Total	The number of hours the employee earned in that row.



Timecard Indicators and Colors

The appearance of a timecard cell changes to indicate a number of different conditions. The following table outlines the indicators and colors that are found in a timecard. Pay special attention to the presence of a thin horizontal gold bar at the top of the header area. This gold bar means that changes have been made but not yet saved.

Indicators	Description
Tue 1/17	A red outline around a box is a warning that a value may be missing or needs to be verified.
Wed 1/18	A blue outline around a date indicates non-worked time such as Annual Leave.
Tue 1/17 8.00	A duration amount shown in purple on a white background indicates the amount was automatically populated by the employee's schedule and can be edited.
Mon 1/16 8.00	A duration amount shown in purple on a gray background indicates the amount was automatically populated by the employee's schedule and cannot be edited. This includes holidays and locked pay period adjustments.
Timecard Last Saved: 3:35PM	A gold bar across the top of the Timecard window indicates that edits have not been saved to the database.
Totals	A red flag in the corner of the Totals tab reflects that totals need to be recalculated.



Timecard Tabs

There is a series of tabs that extends across the bottom of the Timecard workspace. Three tabs are always visible, **Totals**, **Accruals** and **Audits**.

The Totals Tab

As an employee works, hours are allocated to specific pay codes as determined by the employee's assigned pay rule and schedule. The **Totals** window displays the total hours for each pay code and worked account.

The type of totals that display is controlled by clicking the down arrow in the box above the totals grid and selecting one of the following:

Daily Total — Calculated total hours of the selected day.

All — Calculated total hours for the pay period selected.



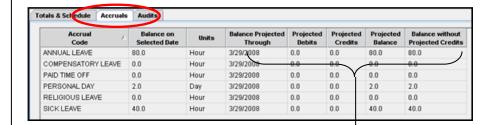


The table below describes the columns seen in the **Totals** window.

Column	Description		
Account	The total of transactions charged to each labor account. An (x) before a labor account indicates that the account is not the primary labor account.		
Pay Code	The pay code to which the amount is applied.		
Amount	Total number of hours reported for the pay code.		
Wages	The calculation of wages based on the number of hours worked, pay code multiplier and employee's hourly pay rate.		

The Accruals Tab

The **Accruals** tab is located at the bottom of the timecard workspace. The **Accruals** tab displays totals for an employee's accrued time. MCtime refers to leave balances as accruals.



Does not apply to Montgomery County





Focus

Accruals are leave hours or days that employees earn or accumulate over time, based on Montgomery County's Personnel Regulations and bargaining unit agreements.

Updates to accruals occur once each pay period on a pay week Monday for the previous pay period. For example, the pay period ends Saturday, March 29. The update occurs Monday, April 7.

The table below describes the columns found on the **Accruals** tab.

Column	Description	
Accrual Code	The code that identifies and reflects the type of accrual balance, such as annual leave, sick leave or personal days.	
Balance as of Selected Date	A number that represents the balance available, for example, if the employee has 40 hours of annual leave available, this number is 40. The unit associated with an accrual code. Measured in hours or days.	
Units		
Furthest Projected Taking Date	Does not apply to Montgomery County.	
Projected Takings	Does not apply to Montgomery County.	



The table below continues the definitions of the columns seen on the **Accruals** tab.

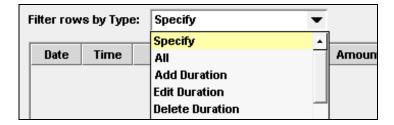
Column	Description
Projected Credits	Does not apply to Montgomery County.
Projected Balance	Does not apply to Montgomery County.
Balance without Projected Credits	Does not apply to Montgomery County.

The Audits Tab

The **Audits** tab is located at the bottom of the timecard workspace. The **Audits** tab lists all edits made to an employee's timecard.



When a user first accesses the **Audits** tab it appears blank. The user must specify what type of edits to view by selecting an option from the **Filter rows by Type** drop-down list. By selecting an option from the list, the user can view audits of a specific type of edit, for instance, added amounts.





Once an option is selected from the **Filter rows by Type** drop-down list, the columns in the **Audits** tab populate with the selected information.



Warning

Saving changes to a timecard creates an audit trail.

The table below defines the columns seen on the **Audits** tab.

Column	Description	
Date	Displays the date to which the edit applies. If a date was changed, the old date appears to the right in square brackets [].	
Time	Specifies the time to which the edit applies. If a time was changed, the old time appears to the right in square brackets [].	
Туре	Displays the type of edit performed, such as add amount or edit amount or approval by manager. Displays transferred labor accounts only. If the amount was moved to a different labor account, the previous account appears in square brackets [] next to the new account.	
Account		
Pay Code	Displays the name of the pay code applied if the edit was associated with a pay code. If a pay code was changed, the old pay code appears to the right in square brackets [].	

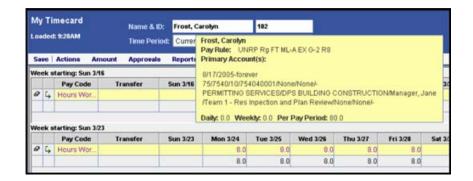


The table below continues the definitions of the columns seen on the **Audits** tab.

Column	Description	
Amount	Displays the number of hours that is applied to pay rules or to the selected pay code. If an amount was changed, the old amount appears to the right in square brackets [].	
Work Rule	Displays the work rule that was applied to the amount. If a work rule edit is applied to an amount, the old work rule name appears to the right in square brackets [].	
Override	Displays the override type to which the amount was converted.	
Comment	Comments are used to explain the reason for automated edits that may occasionally appear in a timecard. An example of a comment is "PT Holiday Credit" which is the pro-rated Holiday Leave benefit for regular part-time employees.	
Edit Date	The date the edit was made.	
Edit Time	Displays the time when the edit was made. The time is based off of the database server and includes the time zone of the database server.	
User Name	Displays the user name of the person who made the edit. It also displays the server name and the client machine address.	
Datasource	Displays the source of the entry or edit, for example, Timecard or group edits.	

Employee Information

If a manager would like to quickly review his or her own pay rule and primary labor account assignment, rest the cursor on the name in the header. A text box of employee information displays.



Timecard Menus

The timecard has a series of menus with various options. The options available on the menu change depending on which application is being accessed and each user's access rights. To view what menu options are available, click the mouse on the appropriate menu.

Within the timecard application the following menu displays. The first menu option, **Save**, is an action. When **Save** is clicked it saves any changes to the database.





Focus

After editing a timecard, it must be saved by clicking **Save** at the top of the workspace. If the timecard is not saved before moving to another MCtime task or logging off, the system prompts, "Would you like to save your changes?"



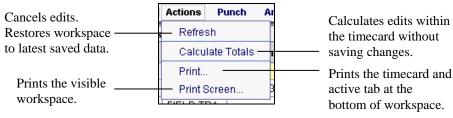


Warning

Save frequently to avoid data loss.

Actions Menu

The actions menu contains a series of options.



the timecard without saving changes.

Prints the timecard and active tab at the bottom of workspace.



Focus

To cancel edits made to the timecard but not yet saved, select **Actions** > **Refresh**. MCtime returns information as it appears in the database. All edits made but not saved are lost.



Focus

After amounts are edited, a red flag icon appears in the **Totals** tab. This flag indicates the totals displayed are out of sync with the data displayed in the timecard.

Select Actions > Calculate Totals to recalculate the timecard so accurate totals and exceptions appear and the red flag disappears. Calculating totals does not save the changes to the database.



Entering Time in My Timecard

Employees enter the total number of hours they work for each day along with the labor account and pay code to which the time should be charged in their own timecard.

For all **regular**, full-time and part-time employees, hours are automatically populated from their schedule and by default, are charged to the primary account. Employees must edit their timecard when actual hours worked differ from the scheduled hours. All **temporary** employees must enter actual hours worked on a daily basis. Schedules are not maintained in MCtime for temporary employees; therefore, hours will not automatically populate in the timecard.

This module focuses solely on the timecard. However, accurate schedules are an important component of how MCtime displays and interprets hours information on the timecard. For more information about schedules see *Module 6 Schedules*.



Editing Hours in the Timecard

Editing hours is one of the most common edits made within the timecard.



Real-World Example

Carolyn Frost reviews her own timecard on a daily basis. She makes any corrections to the scheduled hours that populates her timecard. On Monday in the first week of the Current Pay Period, Carolyn worked 10 ½ hours instead of the 8 hours she was scheduled. She must edit the time in her timecard since it is not on her schedule.

If an employee is paid from their schedule, a duration amount is generated by the system. Any system generated amount displays purple.



The duration amount must be deleted and a correct amount must be added.

To delete the amount, click the proper cell and press the delete key on the keyboard.

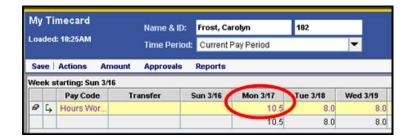


The amount disappears.



Enter the correct amount in the appropriate date cell. Tab to the next cell. The new amount displays formatted in the cell and the column total is updated.

A gold bar displays at the top of the screen signaling that changes have been made to the timecard but not yet saved to the database.



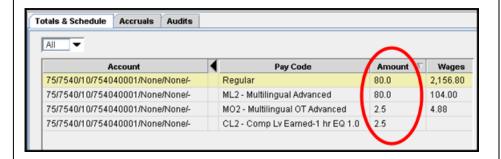
By default, the time is charged to the primary account and default work rule. To charge time to a different labor account, perform a transfer covered later in this module.



Focus

Enter time in decimal format. For example, to enter 8 hours and 15 minutes type 8.25. Please see Appendix A.

Click **Save**. The totals recalculate and the gold bar disappears.





Steps: Editing Hours in the Timecard

1. Click the date cell to be corrected.

The date cell displays with a yellow background.

2. Press the delete key on the keyboard.

The highlighted amount is deleted.

3. Type the appropriate amount.

The typed amount displays in the cell.

4. Click another cell or press the **Tab** key.

The amount correctly formats and a gold bar displays at the top of the screen.

5. Click **Save**.

The gold bar disappears and totals calculate.



Pay Codes

Pay codes hold hours accumulated by the employee throughout the pay period. Pay code edits are performed to adjust or add hours from or to specific pay codes such as annual leave, sick leave or shift differential.



Real-World Example

Carolyn Frost was absent on Tuesday in Week 1 of the current pay period due to illness. Since Carolyn's sick day is not on her schedule, she must add the pay code amount to the timecard to ensure the hours are charged correctly for the day.

Adding a Pay Code Amount for a Full Day

From the timecard verify the employee has sufficient accrued hours by checking the **Accrual Code** balance on the **Accruals** tab.

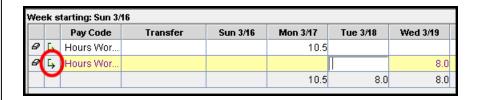
To	Totals Accruals Audits						
	Accrual Code	Balance as of Selected Date	Units				
	ANNUAL LEAVE	80.00	Hour				
	COMP LEAVE	0.00	Hour				
	FAMILY SICK	0.00	Hour				
	PERSONAL DAY	2.0	Day				
	PTO	0.00	Hour				
	RELIGIOUS LEAVE	0.00	Hour				
	SICK LEAVE	40.00	Hour				



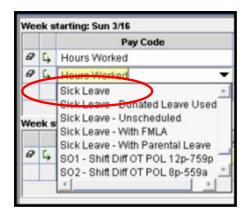
Delete the current amount.

Week starting: Sun 3/16							
		Pay Code	Transfer	Sun 3/16	Mon 3/17	Tue 3/18	Wed 3/19
0	<u>L</u>	Hours Wor			10.5		
0	[_j	Hours Wor				8.0	8.0
					10.5	8.0	8.0

The amount disappears. Next, add a new row by clicking the arrow to the left of the current row.

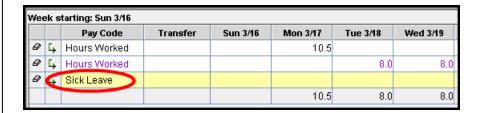


An additional empty row displays. To add a pay code amount, click the **Pay Code** cell in the blank row. Click the drop-down arrow. A drop-down list of pay codes displays. If needed expand the **Pay Code** column to see the full names of the available codes.

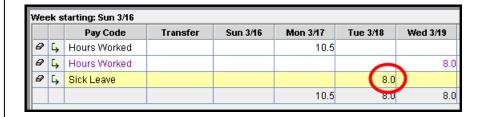




Click the pay code. The chosen pay code displays in the **Pay Code** cell.



Click the proper **Date Cell** in the new row. Type the duration amount. Tab to the next cell. The hours are formatted and a gold bar displays.

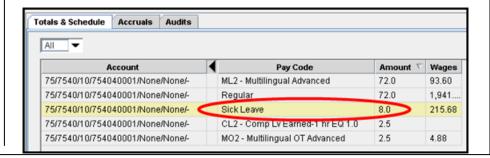




Focus

- Leading zeros are optional.
- Do not use trailing zeros.

Click **Save**. The system calculates the hours and the new pay code displays on the **Totals** tab.





Since the added pay code represents non-worked time, the date is outlined in blue.

Wee	Week starting: Sun 3/16								
		Pay Code	Transfer	Sun 3/16	Mon 3/17	Tue 3/18	Wed 3/19		
0	Ľ _≯	Hours Worked			10.5				
Ø	ᅜ	Hours Worked					8.0		
0	ᅜ	Sick Leave				8.0			
					10.5	8.0	8.0		

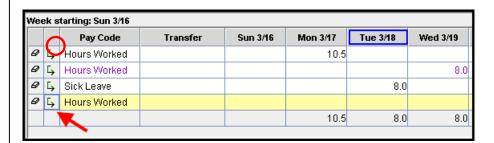
Adding a Pay Code Amount for a Partial Day



Real-World Example

Carolyn Frost took Annual Leave for part of the day on Wednesday. Her leave hours need to be charged to the correct pay code. She needs to modify her pre-populated hours so that her daily totals are correct.

Click the green arrow to the left of the current row. A row is added.







Focus

Rows can be added and deleted easily with the green arrow (add) and the eraser (delete). If too many rows are added the blank rows are automatically deleted when the timecard is saved or refreshed.

An additional empty row displays. Click the drop-down list in the **Pay Code** column.



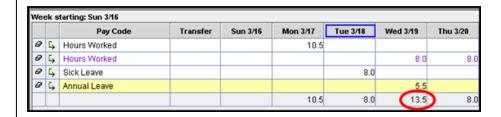
Click the pay code. The chosen pay code displays in the **Pay Code** cell.



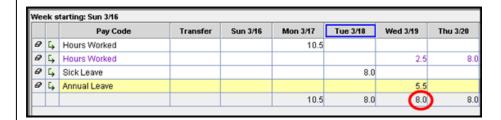
Click the appropriate date cell. Type the number of hours to be allocated.

		Pay Code	Transfer	Sun 3/16	Mon 3/17	Tue 3/18	Wed 3/19
0	<u>L</u>	Hours Worked			10.5		
0	Ľ,	Hours Worked					8.
0	Ľ,	Sick Leave				8.0	
0	Ľ,	Annual Leave					5.5
					10.5	8.0	8.

Tab to the next cell. The Daily Total column reflects the total number of hours in the column. The original hours for the day need to be modified so that the daily total is correct.

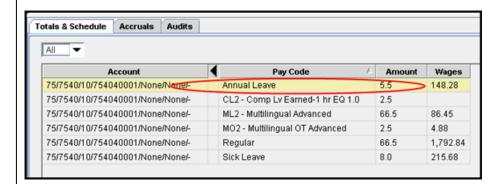


Click in the date cell that needs to be modified. Delete the current value. Enter the new value in the cell. Tab to another cell. The column total is now correct for the day.





Click **Save**. The system calculates the hours and the new pay code displays on the **Totals** tab.





Focus

As many additional rows as needed may be added to the timecard. If the same pay code and labor account are used on different rows the rows are combined when the timecard is saved.



Steps: Adding a Pay Code Amount

1. Click in the original date cell.

The original amount displays with a yellow background.

2. Press the delete key.

The highlighted amount is deleted.

3. Click the green arrow to the left of the current row.

A new blank row displays.

4. Click the **Pay Code** cell in the blank row.

A drop-down arrow displays in the cell.

5. Click the drop-down arrow.

A list of available pay codes displays.

6. Click the desired pay code.

The selected pay code displays in the **Pay Code** cell.

7. Click the amount date cell.

A blinking cursor displays in the date cell.

8. Type the amount in the cell.

The unformatted amount displays in the cell.

Continued on next page.



9.	Tab to the next cell.
	The added amount is formatted and the daily total displays at the bottom of the column.
10.	Click Save.
	The system recalculates the hours and the new pay code amount displays in the Totals table.



Deleting a Row

When the user adds an incorrect pay code or transfer, it is necessary to delete the contents of the entire row. To delete an entire row of data click the eraser icon next the row to be deleted.



A dialog box appears asking for confirmation.



The duration amounts associated with the row are deleted but the row itself does not disappear until the timecard is saved.

Warning



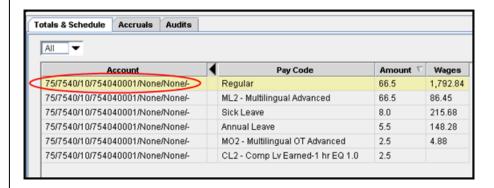
If a row containing data is deleted, the data is lost when the timecard is saved.

To reverse changes made since the last save, select Action > Refresh from the menu before saving.



Labor Account Transfers

Each employee is assigned one primary labor account and default work rule. The charged labor account displays in the **Account** column of the **Totals** window. When the employee works outside of their primary labor account for the entire day it is considered a full day transfer. When an employee works outside of their primary labor account for only part of the day it is considered a partial day transfer.



Employees are sometimes asked to charge hours to a different labor account. For example, the employee works a number of hours in a different index code or project code. This is referred to as a timecard transfer.



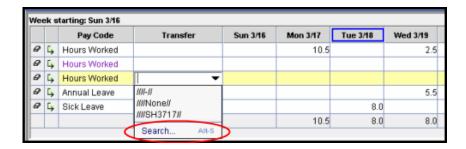
Real-World Example

Carolyn Frost's home Index Code is 754040001. By default, all her worked hours are charged to this account. However, on Thursday, Carolyn worked her entire day in Index Code 754050001. She also worked part of her day on Friday in this same Index Code. Carolyn must ensure her hours are allocated correctly.



Transferring a Full Day

To perform a transfer of an employee's entire day, click the green arrow to add a new blank row. Click the drop-down arrow located in the **Transfer** cell. A **Search** option displays.



Click Search.



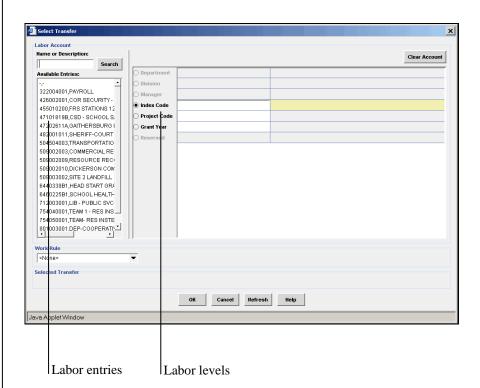
Focus

The drop-down menu displays up to five previously selected labor accounts. If the account displays within the drop-down list, click the account. If transfers have not been previously performed **Search** is the only option.



The **Select Transfer** dialog box opens.

Click the radio button preceding the appropriate labor level. The **Available Entries** window lists available labor entries associated with the selected labor level.





Focus

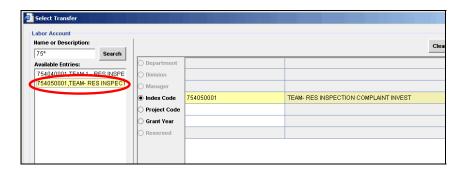
Labor levels that are grayed out cannot be modified. These currently are Department, Division, Manager and Reserved.



Place the cursor in the **Name or Description** field to the left of the **Search** button. Type the first few letters (or numbers) of the desired Labor Level followed by an asterisk (*). Press Enter or click **Search** and a list displays of possible matches.



Click the labor entry in the **Available Entries** window. The selected entry automatically populates the table to the right of the chosen labor level.

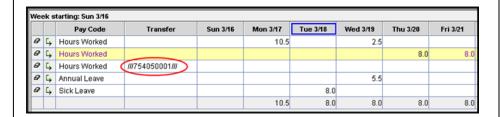




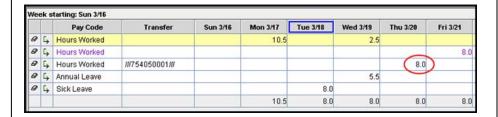
S Business Process

If a desired labor level code is not in the list of available codes contact the Help Desk at 240-777-2828. The *Request Access to Non-Department Index code and Project Code* form should be submitted to request the addition of nondepartmental codes to the drop down list. The form is available in the Resources section of the MCtime website.

Click **OK**. The timecard displays the new account in the **Transfer** cell.



Enter the number of hours worked in the correct date cell. Delete the duplicated hours from the primary account row. Tab to the next cell.



Click Save.

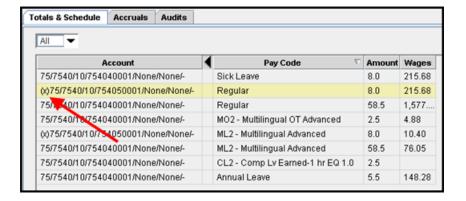




Focus

The / (forward slash) in the transfer cell represents a labor level placeholder. For MCtime to calculate the hours correctly it needs to account for each portion of the employee's labor account. A forward slash means there is no change to a level and the employee's primary code should be used. There are seven possible levels; therefore there are three slashes before the index code and three slashes after the index code.

The **Totals** window recalculates, adding a row to display the hours charged to the new labor account. The (x) preceding the labor account indicates a transfer.

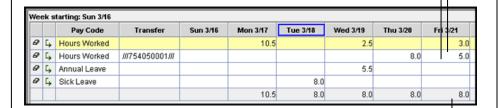




Transferring a Partial Day

Employees don't always work their entire day in one labor account. Sometimes only a portion of their day is spent outside their home account. To perform a transfer of a portion of a day, enter the transferred amount in the appropriate date cell in a transfer row. Adjust the amount in the home account row to equal the total daily hours.

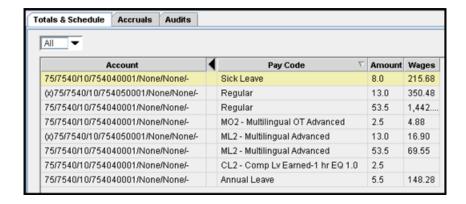
Home account amount Transferred account amount



Daily total equals home and transfer amounts

Click Save.

The **Totals** window recalculates, adding a row to display the hours charged to the new labor account if necessary. The (x) preceding the labor account indicates a transfer.





Steps: Transferring Hours

1. Click in the cell of the desired date. Click the **Delete** key to erase the scheduled amount of hours.

The amount of hours is deleted.

2. Click the green arrow to the left of the current row.

A new blank row displays.

3. Click the **Transfer** cell in the blank row.

A drop-down arrow displays in the **Transfer** cell.

4. Click the drop-down arrow.

A drop-down list appears displaying up to the last five labor accounts selected and the **Search** option.

5. Click **Search**.

The **Select Transfer** dialog box opens.

6. In the **Select Transfer** dialog box click the radio button preceding the desired labor level.

The Search Results window lists available labor entries.

7. Click the desired labor entry.

The entry displays in the table following the desired labor level.

Continued on next page.



	8.	Click OK .
		The timecard displays the new account in the Transfer cell.
	9.	Click the amount date cell in the transfer row.
		A blinking cursor displays in the date cell.
	10.	Type the amount in the cell.
		The unformatted amount displays in the cell.
	11.	Click Save.
		Changes are saved and hours recalculate. The labor account(s) and associated hours display in the Totals window.



Working with Non-populated Timecards

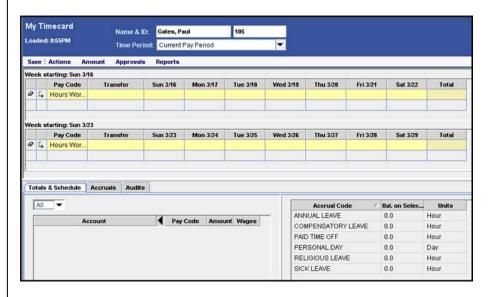
Employees who do not have a schedule (temporary and seasonal employees) do not have hours pre-populated in their timecard. These employees enter their hours manually making adjustments to pay codes and labor accounts in the same manner as employees with pre-populated timecards.



Business Process

Employees who do not have a pre-populated timecard should enter their hours manually at the end of each workday.

This is a view of a non-populated timecard.



To add hours to a non-populated timecard, enter daily amounts for each day in the hours worked. Add rows as necessary for additional pay codes and labor accounts. The functionality for adding pay codes and labor account transfers is the same as previously described in this module.

Approving Timecards

The approval process is used to approve data within an employee's timecard. Approving a timecard acts as a digital signature that lets payroll know that an employee has done a final check of the timecard prior to the processing of payroll. The approval process takes the place of physically signing a paper timecard.

Employees are responsible for approving the previous pay period timecards at the beginning of the new pay period.

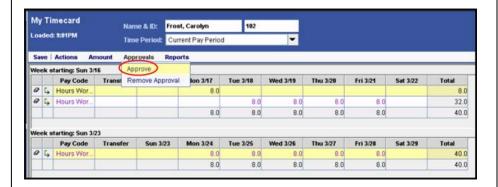


Business Process

The approval of timecards by employees should be completed by the close of business on the employee's last day worked in the pay period.

Approving My Timecard

To perform an approval from the timecard, open the previous pay period **My Timecard**. Verify the dates in the timecard correspond with the dates to approve. Click the **Approvals** menu. Click **Approve**.





Upon approval, a **Sign Offs & Approvals** tab is added to the bottom, left portion of the workspace. Click this tab to display a table, showing the action taken, date, time, user and date ranges.

tals & Schedule A	cruals Au	lits Sign-offs	& Approvals			
Action Taken	Date	Time	Amount	User	Start Date	End Dat
						3/29/2008



Focus

An employee approval prevents the employee from making edits to the timecard but not the manager. A manager approval prevents both the employee and manager from making further edits.

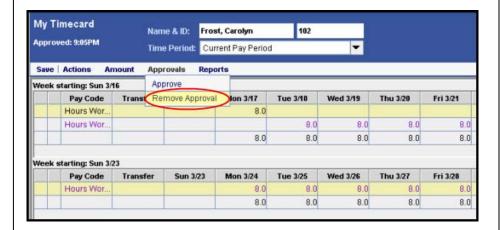
The table below defines the columns of the **Sign-offs & Approvals** tab.

Column	Description
Action Taken	Describes who did what in the approval process.
Date	Date the action was taken.
Time	Time the action was taken.
Amount	Not applicable to Montgomery County.
User	User name of who took the action.
Start Date	Start of approval date range.
End Date	End of approval date range.
Comment	Not applicable to Montgomery County.



Removing Approval

Once the timecard has been approved it can no longer be edited. To remove approval and make further changes to the timecard, click the **Approvals** menu. Click **Remove Approval**. The timecard is once again editable. Once final modifications have been made approve the timecard again.

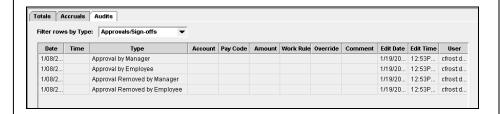




Warning

If a timecard has been signed off by payroll, you cannot remove approval.

When an approval is removed there is a record of this transaction on the **Audits** tab at the bottom of the screen. Click the **Audits** tab. Select **Approvals/Sign-offs** from the **Filter rows by Type** drop-down list. An audit trail displays.





Steps: Approving My Timecard

1. Click the **My Timecard** launch button.

The employee's own timecard displays.

2. Click the **Approvals** menu.

The Approvals menu displays.

3. Click **Approve**.

The employee's own timecard is approved. A **Sign Offs & Approvals** tab displays at the bottom left portion of the workspace.

Steps: Removing Approval from My Timecard

1. Click the **My Timecard** launch button.

The employee's own timecard displays.

2. Click the **Approvals** menu.

The **Approvals** menu displays.

3. Click **Remove Approval**.

The employee's own timecard approval is removed.



Payroll Sign Off

Once the manager approves the timecard it is ready and available to payroll for processing. Payroll performs a transaction called "Signoff" which locks the timecard from any further edits or changes. Corrections to timecards that have been signed off by payroll must be submitted to the MCtime office via a Timecard Correction Request form that is available in the Resources section of the MCtime website. These corrections normally are made during the next pay period and are reflected as a "Historical Edit" on the employee's current timecard.

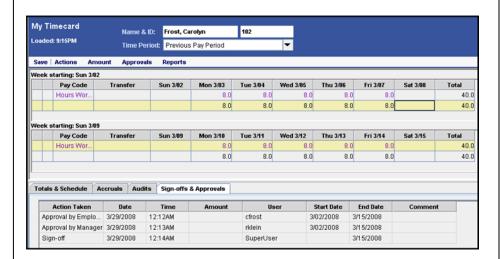


L Business Process

Changes to a signed-off timecard must be submitted to the MCtime office via a Timecard Correction Request form. The form is available in the Resources section of the MCtime website. Forms may be emailed to

MCtime.finance@montgomerycountymd.gov.

A timecard that has been signed off by payroll displays with a gray background.





Exercise 1: Add Pay Code Amount Scenario Your task is to add sick leave in the second week of the current pay period. Add the sick leave to Carolyn's timecard on Tuesday. Step Open the timecard and add 8 hours to the pay code Sick Leave on Tuesday. Adjust the regular hours for the day. Expected Eight hours is deducted from the Regular pay code and 8 hours is added to the sick leave pay code. Results **Notes:**



Exercise	e 2: Add a Labor Account Transfer
Scenario	Your task is to perform a labor account transfer. On Wednesday of the second week of the current pay period, Carolyn worked on a specific project code. Transfer her hours to the correct labor account.
Step	Open the timecard and transfer the hours on Wednesday to project code ART004, ROCKVILLE ARTS PLACE.
Expected Results	The hours are transferred to the new project code.
Notes:	



Exercise 3: Add a Multiple Labor Account Transfer Scenario Your task is to perform a multiple labor account transfer. Carolyn Frost worked on two projects in one day. On Thursday of the second week of the current pay period, Carolyn worked four hours on each project. Transfer the hours to the correct labor account. Step Open the timecard and transfer four hours on Thursday to project code ART004 and four hours to project code GENFAR. Expected The hours are transferred to each of the project codes. Results **Notes:**



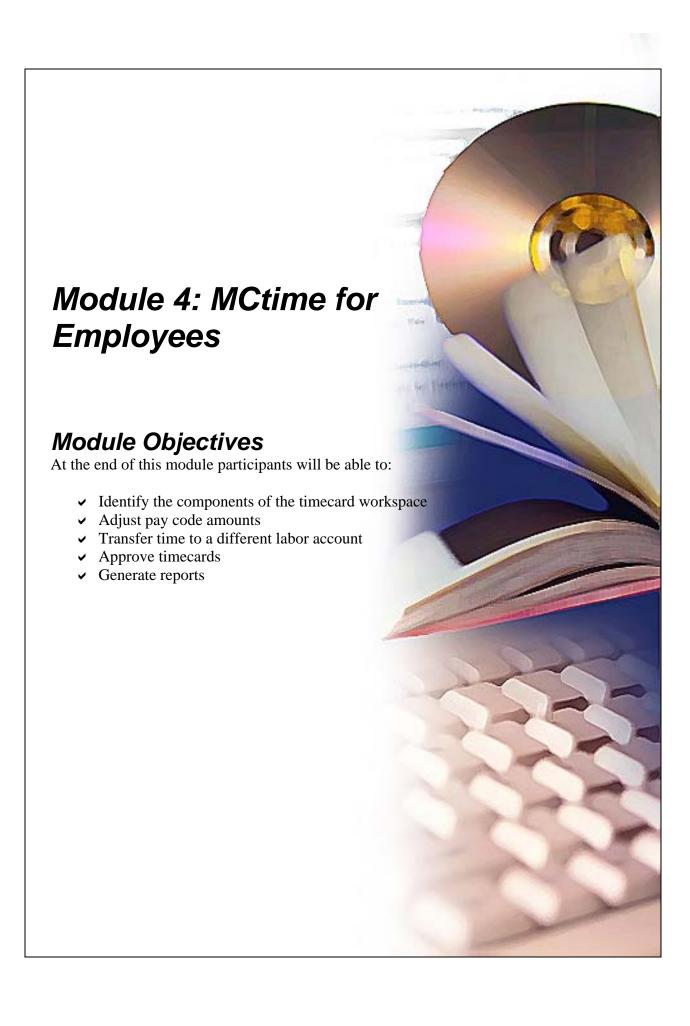
Exercise	4: Approve My Timecard
Scenario	Your task is to approve your own timecard for the current pay period.
Steps	Access My Timecard. Click the Approvals menu. Click Approve .
Expected Results	Carolyn Frost's own timecard is approved. The Sign Offs & Approvals tab displays at the bottom of the timecard.
Notes:	



Skill Drill

Below are some questions to reinforce the information presented in Module 3. This book and the MCtime application may be used to complete the questions. The instructor will discuss the answers upon completion.

- 1. True or False. Timecards should be approved by the end of the day Monday following the end of the pay period.
- 2. Describe a duration:
- 3. What is the procedure if an employee takes a sick day?
 - A. No modification to the timecard is necessary.
 - B. The employee must add a pay code amount to account for the sick day and delete the original hours worked for that day if necessary.
 - C. The employee must add a pay code amount to account for the sick day.
 - D. None of the above.
- 4. Adding a pay code amount would be appropriate when:
 - A. An employee takes annual leave on Friday.
 - B. An employee worked half a day and went home sick for the remainder of the day.
 - C. Both A and B.
- 5. Duration amounts are pre-populated in the timecard based on maintained schedules for which of the following employee groups:
 - A. Temporary, full-time employees.
 - B. Temporary, part-time employees.
 - C. Regular, full-time employees.
 - D. Regular, part-time employees.





MCtime for Employees

Both managers and employees access the MCtime system. Managers have a broad range of tools based on their need to manage their own timecard as well as review, edit and approve timecards of their employees. Employees only manage their own timecards; therefore they have a more limited view of the system.

There is a difference in the look and feel of the manager's view compared to the employee's view. This module covers those differences as well as defines how to carry out specific functions using the employee view.

Some differences between the manager and employee view are:

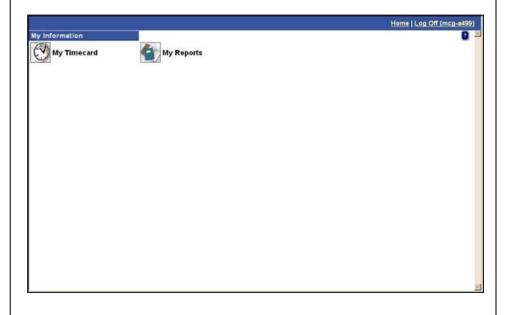
- Managers have access to managerial features of the MCtime system such as genies, employee timecards and extensive reporting capabilities.
- Employees have access only to their own timecard and limited reports.
- Managers see a gold bar at the top of the screen when there are edits that have not been saved to the MCtime database.
- Employees see a yellow border around the **Save** button when there are edits that have not been saved to the MCtime database.
- Managers have a Delete Row icon to delete the contents of the entire row.
- Employees do not have a Delete Row icon. To delete duration amounts or pay code amounts in a row, an employee must place their cursor in the appropriate cell and press the **Delete** key on the keyboard.
- Managers can display an audit trail that captures all edits to an employee's timecard.
- Employees cannot display an audit trail, but their timecard does display verification of approval.



This is an example of what a manager sees by default upon logon to the MCtime system.



This is an example of what an employee sees by default upon logon to the MCtime system.



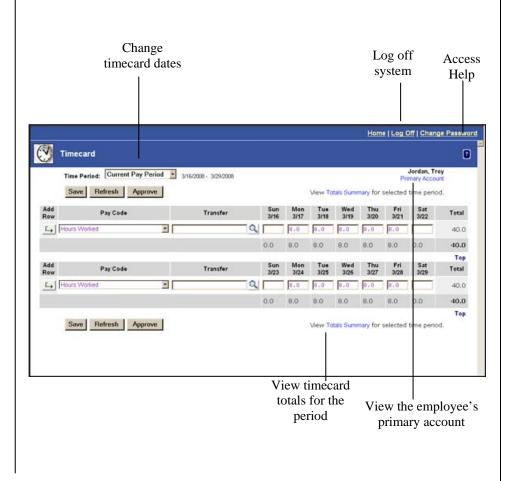


Employee Timecard

To view the employee timecard, select the My Timecard icon after logging into MCtime. The employee view of the timecard is made up of one main workspace. In this workspace, employees review, edit and approve their time.

Focus

The following timecard is the Employee view. Employees use a different view than managers due to technical reasons. The Employee view does not currently have the functionality managers need to complete their jobs.





Common edits that employees might apply to a timecard include:

- Add a pay code amount.
- Perform a labor account transfer.
- Approve their timecard.

The table below describes the columns displayed in the **Timecard** window.

Column	Description
Add row	Adds a row.
Pay Code	The name of the pay code to which time is applied.
Transfer	By default, hours are assigned to an employee's primary labor account. An empty transfer cell reflects this. If an employee's hours are transferred to a labor account other than the primary, the labor account displays in this column.
Date	Individual dates within the range selected in the Time Period field.
Total	The total calculated number of hours applied to the row.

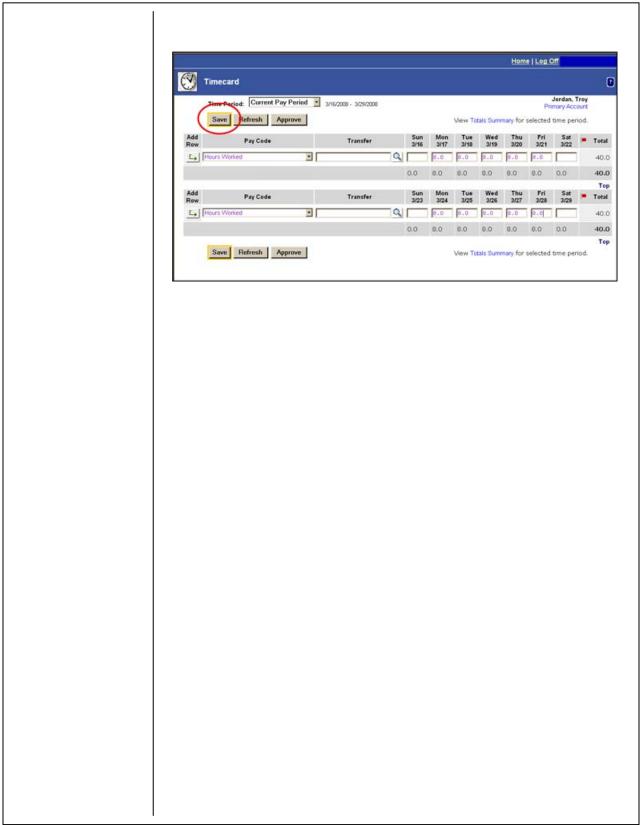


Timecard Indicators and Colors

The appearance of a timecard cell changes to indicate a number of different conditions.

Indicators	Description
8:00	A purple amount indicates MCtime generated the hours from the employee's schedule.
Save	A yellow border around the Save button indicates edits have not been saved to the database.
Tue 1/17	A red outline around a box is a warning that a value may be missing or needs to be verified.
Wed 1/18	A blue outline around a date indicates non-worked time such as Annual Leave.
Mon 1/16 8.00	A duration amount shown in purple on a gray background indicates the amount was automatically populated by the employee's schedule and cannot be edited. This includes holidays and locked pay period adjustments.







Adding a Pay Code Amount

Pay codes hold the hours accumulated by employees throughout the pay period. Pay code edits are performed to modify the hours of a specific pay code. Multiple edits can be entered for any given date.

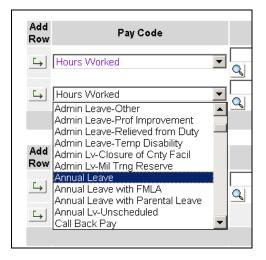


Real-World Example

Troy Jordan took a vacation day last Friday. He first deletes the 8 hours of regular hours worked that is automatically populated on his timecard and then he adds a pay code amount of 8 hours Annual Leave for the same day.

To add a pay code and amount of time attributed, click the arrow icon to add a new row.

Click the drop-down arrow in the **Pay Code** cell within the added row. Click the pay code from the drop-down list.

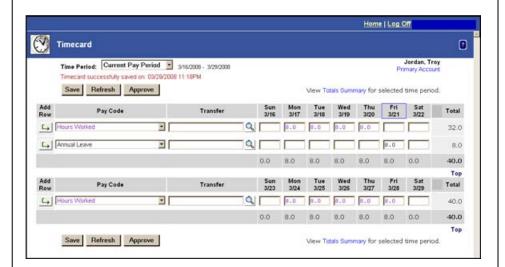


Click in the cell for the date on the same row as the new pay code. Enter the hours amount to give to the employee.



Adjust the daily hours by deleting the original amount if necessary.

Click **Save.** The pay code is saved to the employee's timecard.





Focus

When entering amounts use the following formatting:

- Leading zeros are optional.
- Do not use trailing zeros.
- Enter amounts in the form HH.hh (hours and hundredths of an hour). For example, 8 and ½ hours is entered as 8.5.



Steps: Adding a Pay Code Amount

1. Click the arrow icon to add a row.

An additional row displays.

2. Click the drop-down arrow in the **Pay Code** cell within the added row.

A list of available pay codes displays.

3. Click the desired pay code.

The pay code displays in the **Pay Code** cell.

4. Click in the date column within the added row and enter the number of hours (use format HH.hh) assigned to this pay code.

The number of hours displays in the date cell within the added row.

5. Adjust the daily hours by changing or deleting original hours if necessary.

The original hours are changed or deleted.

6. Click Save.

The system recalculates the hours and the new pay code amount is saved to the employee's timecard.



Labor Account Transfers

All employees are assigned to a primary labor account in their **People** record. The primary labor account reflects the index code/project/grant for the employee. By default, all worked hours are charged to the employee's primary labor account.

Labor account transfers are performed when employees work in an account different from their primary labor account.



Real-world Example

On Tuesday of last week, Troy Jordan needed to charge time to a different Index Code and Project Code. The hours worked on Tuesday must be transferred to the correct **Index Code** and **Project Code**.

Transferring Hours to a Different Labor Account

To perform a labor account transfer for an employee's hours, click the arrow icon to add a row.

The **Hours Worked** pay code displays in the **Pay Code** cell.



Click the magnifying glass below the **Transfer** cell within the new row.



The **Transfer Selection** dialog box displays.

Click the drop-down arrow for the desired labor level. Click the desired labor entry.



Repeat for any additional labor levels within the same transfer.



Click **OK**. The labor entry displays in the **Transfer** field.

Click in the cell for the desired date on the same row as the new labor account. Type the number of hours and minutes the employee worked in the labor account.

Adjust the daily hours by modifying the original amount if necessary.

Click **Save**. The transfer is saved to the employee's timecard.





Steps: Transferring Hours to a Different Labor Account

1. Click the arrow icon to add a row.

An additional row displays.

2. Click the magnifying glass below the **Transfer** cell in the new row.

The **Transfer Selection** dialog box displays.

3. Click the drop-down arrow for the desired labor level.

A list of labor entries displays.

4. Click the desired labor entry.

The labor entry displays in the field.

5. Click **OK**.

The labor entry displays in the **Transfer** field.

6. Click in the cell for the desired date on the same row as the new labor account and enter the number of hours (use format HH.hh) the employee worked in the labor account.

The number of hours displays in the date cell within the added row.

7. Adjust the daily hours by modifying original hours if necessary.

The original hours are modified if necessary.

8. Click Save.

The labor account transfer is saved to the employee's timecard.

Approving Timecards

The approval process is used to approve data within an employee's timecard. Approving a timecard acts as a digital signature that an employee has performed a final check of the timecard prior to the processing of payroll.

Employees are responsible for approving the previous pay period timecards at the beginning of the new pay period or the last day of the current pay period.

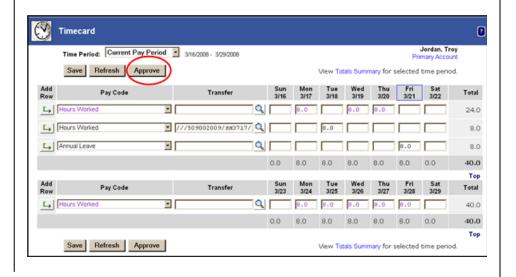


Business Process

The approval of timecards by employees should be completed by the close of business on the employee's last day worked in the pay period.

Approving a Timecard

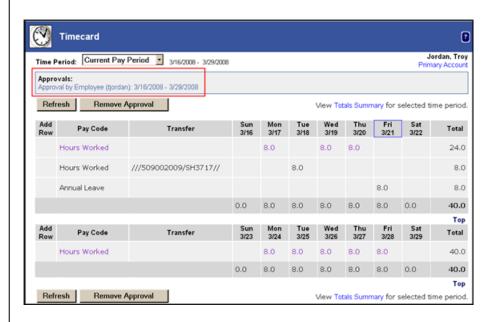
To approve a timecard, select the appropriate pay period. Generally, this should be the Current Pay Period assuming the employee is approving on the last day worked in the pay period. Click the **Approve** button.



MCtime for Managers Module 4: MCtime for Employees



Upon approval, an **Approvals** box displays at the top of the timecard. This box shows the action taken, user and date range affected.





Focus

An employee approval prevents the employee from making edits to the timecard but not the manager. A manager approval prevents both the employee and manager from make further edits.



MCtime for Managers Module 4: MCtime for Employees

Removing Approval

Once the timecard has been approved it can no longer be edited. To remove approval and make further changes to the timecard, click the **Remove Approval** button. The timecard is once again editable. Once final modifications have been made approve the timecard again.





Steps: Approving a Timecard

1. Select the current pay period from the **Time Period** field.

The current pay period displays in the **Time Period** field.

2. Click the **Approve** button.

The timecard displays an approval box and is no longer editable.

Steps: Removing Approval from a Timecard

1. Select the current pay period from the **Time Period** field.

The current pay period displays in the **Time Period** field.

2. Click the **Remove Approval** button.

The timecard approval box is removed and the timecard is editable.

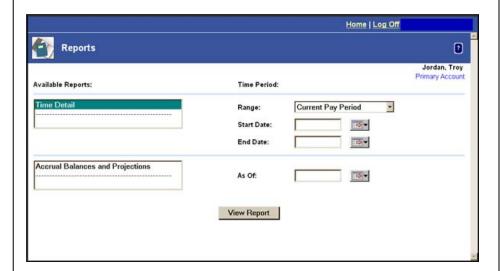


MCtime for Managers Module 4: MCtime for Employees

Generating Reports

Employees can easily generate reports from their timecard screen. Available reports include: Time Detail and Accrual Balances and Projections.

To generate a report, click the **Home** button on the timecard screen. Select the **My Reports** link on the MCtime home page.



Click the name of the desired report from the list of **Available Reports**.

For the **Available Balances and Projections** report set the **Time Period** by entering a date in the **As Of** field. Dates can be entered manually or by clicking the calendar icon and selecting the desired date. The current day's date will be selected.

MCtime for Managers Module 4: MCtime for Employees



Click **View Report**. The report displays on the screen.

Date Selected: 3/29/2008 Name: Jordan, Troy			Prii ID:	08			
Accrual Code	Accrual Type	Period Ending Balance	Furthest Projected Taking Date	Projected Takings	Projected Credits	Projected Balance	Balance w/o Proj. Credits
ANNUAL LEAVE	Hour	147.0	3/29/2008	0.0	0.0	147.0	147.0
COMPENSATORY LEAVE	Hour	80.0	3/29/2008	0.0	0.0	80.0	80.0
PAID TIME OFF	Hour	0.0	3/29/2008	0.0	0.0	0.0	0.0
PERSONAL DAY	Day	8.0	3/29/2008	0.0	0.0	8.0	8.0
RELIGIOUS LEAVE	Hour	0.0	3/29/2008	0.0	0.0	0.0	0.0
SICK LEAVE	Hour	460.0	3/29/2008	0.0	0.0	460.0	460.0



MCtime for Managers Module 4: MCtime for Employees

This is an example of a printed Time Detail report.

Time Detail								
Time Period: Prev Dates: 3/16/2008 -	ious Pay Per 3/29/2008	iod					Printed: 3/3	0/2008
Name: Jordan, Tro Primary Account(,	D: 121 1/2006 - forever	Pay I	Rule: MCGi 504504003			8	
Date	Apply To	In Punch	In Exc Out Punch	Out Exc	\$Amt	Adj/Ent Amount	Totaled Cum. Amount Amo	
Sun 3/16								0.0
Mon 3/17	Hours					8.0		8.0
Tue 3/18	Worked] Hours Work ///50900200					8.0		16.0
Wed 3/19	workedj					8.0		24.0
Thu 3/20	[Hours Worked]					8.0		32.0
Fri 3/21 Sat 3/22 Sun 3/23	Annual Leav	re				8.0		40.0 40.0 40.0
Mon 3/24	[Hours Worked]					8.0		48.0
Tue 3/25	[Hours Worked]					8.0		56.0
Wed 3/26	[Hours Worked]					8.0		64.0
Thu 3/27	[Hours Worked]					8.0		72.0
Fri 3/28 Sat 3/29	[Hours Worked]					8.0		80.0
Sat 3/29								80.0
Totals					0.00	0.08	0.0	80.0
Account Summaccount	mary Pay Code			Money		Hours	Wages	
50/5045/01039/504	1504003/Non	e/None/						
	Annual Leave Regular					8.0 64.0	192.64 1,541.12	
(x)50/5045/01039/	509002009/S Regular	H3717/None/-				8.0	192.64	
Pay Code Sun	nmary Pay Code			Money		Hours	Wages	
	Annual Leave Regular	,				8.0 72.0	192.64 1,733.76	
Totals				0.00		80.0	1.926.40	



Steps: Generating a Report

1. Click the **Reports** link on the timecard screen.

The **Reports** screen displays.

2. Click the desired report.

The selected report is highlighted.

3. Enter appropriate date settings for the report.

The desired dates display in the date field(s).

4. Click **View Report**.

The report displays.

5. Click the browser's back button to return to the previous screen.

The **Reports** screen displays.



MCtime for Managers Module 4: MCtime for Employees

Exercise 1: Add a Pay Code Amount Your task is to add an Annual Leave day in the current Scenario pay period. Troy Jordan took a vacation day on Tuesday. Add the Annual Leave pay code on Tuesday. **Steps** Open the timecard and add 8 hours to the Annual Leave pay code on Tuesday. Eight hours of vacation time is added to Troy Jordan's Expected Results timecard. **Notes:**



account. Transfer the hours to the correct labor account. Steps Open the timecard and transfer the hours on Wednesd	Exercise	e 2: Add a Labor Account Transfer
to Index Code, 509002003 and Project Code, SH3717 Expected The hours are transferred to the new labor account. Results	Scenario	Your task is to perform a labor account transfer. On Wednesday, Troy Jordan worked in a different lab account. Transfer the hours to the correct labor account.
Results	Steps	Open the timecard and transfer the hours on Wednesda to Index Code, 509002003 and Project Code, SH3717.
Notes:		The hours are transferred to the new labor account.
	Notes:	

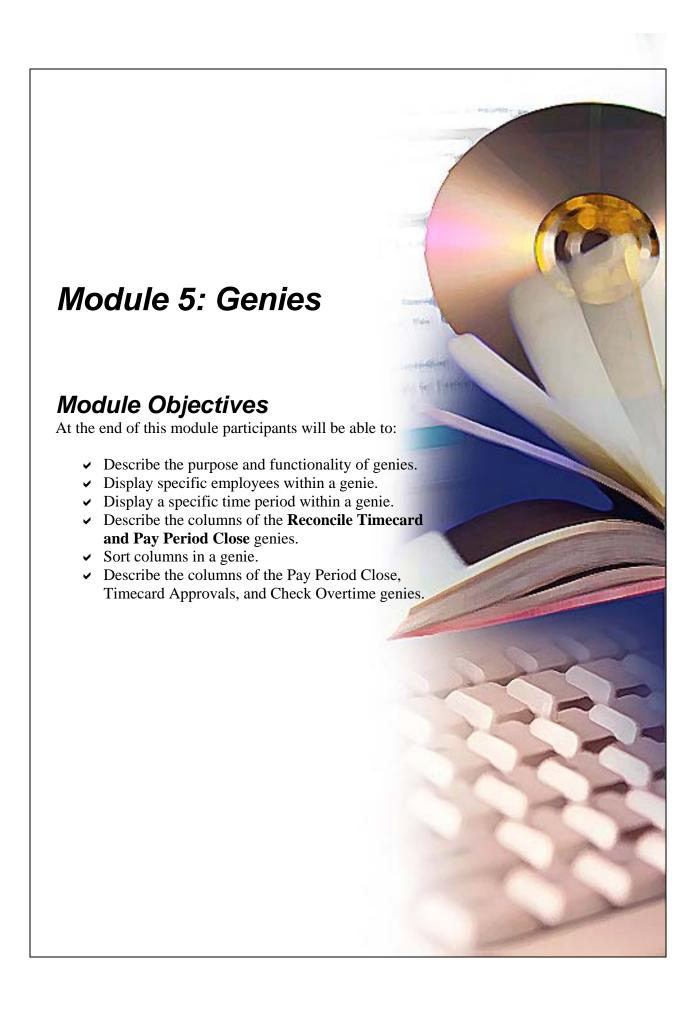


MCtime for Managers Module 4: MCtime for Employees

Skill Drill

Below are some questions to reinforce the information presented in Module 4. This book and the MCtime application may be used to complete the questions. The instructor will discuss the answers upon completion.

- 1. True or False. Montgomery County uses both HTML and JAVA views of the timecard.
- 2. True or False. A yellow outline around the **Save** button indicates there are edits that have not been saved to the MCtime database.
- 3. True or False. Pay code amounts should be entered in HH.hh (hours and hundredths of an hour).
- 4. Adding a pay code amount is appropriate when:
 - A. An employee is taking a vacation day on Friday.
 - B. An employee worked half a day and went home sick for the remainder of the day.
 - C. Both A and B.
- 5. An employee is scheduled for an 8 hour day. He takes half a day vacation. He should:
 - A. Add a row to his timecard and add 8 hours of Annual Leave.
 - B. Add a row to his timecard and add 4 hours of Annual Leave.
 - C. Change his Regular Hour Worked time from 8 hours to 4 hours. Add a row to his timecard and add 4 hours of Annual Leave.





MCtime Genies

Genies display critical time, attendance and scheduling information. Instead of searching and navigating through multiple screens within MCtime, managers can use genies to quickly access specific information.

Genies minimize the need for managers to run reports. Information specific to time, attendance and pay code totals display in genies; therefore, running reports to access MCtime information is minimal. Genies are used as a tool to gather specific information regarding the employee, as well as a navigation tool.

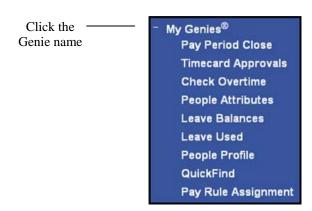
Some benefits of genies are:

- Genies provide a starting point for accessing information in MCtime.
- Genies streamline daily tasks by identifying specific issues.
- Genies provide an at-a-glance view of critical information for all employees.

Montgomery County's Genies

Montgomery County's genies are listed under the **My Genies** link on the navigation bar. The order in which they appear and the information they display has been specifically configured to meet the needs of Montgomery County.

To access a genie, click the name of the genie on the navigation bar. The genie displays in the workspace.





MCtime for Managers Module 5: Genies

Pay Period Close Genie

The **Pay Period Close** genie automatically loads when a manager logs on. The **Pay Period Close** genie is used to review the status of employees' timecards at the end of the pay period. To optimize MCtime performance, the manager must select 'All Home' in the Show field to display the employees to whom the manager has rights to edit and view.





The following table describes the columns in the **Pay Period Close** genie.

Column Name	Description
Employee Name	The name of the employee.
Manager Name	The employee's manager name.
R/T - Seas	Indicates whether the employee is a Regular employee (R) or a Temporary (T) employee and whether they are a Seasonal employee. Seasonal employee status is identified as "Yes" or "No".
FT/PT	Indicates whether the employee is a full-time (F) or part-time (P) employee.
Total Reg Hours	The number of regular hours the employee has worked during the time period. This number excludes all overtime, leave and pay differential hours.
Total Leave Hours	The number of leave hours reported on the employee's timecard for the time period.
Total Hours toward Schedule	This number represents the sum of the hours reported in the "Total Reg Hours" column and the "Total Leave Hours" column.
T	able continues on next page.



MCtime for Managers Module 5: Genies

Column Name	Description
Expected Hrs per Pay Period	The number of hours the employee is expected to account for in a given pay period. For all regular, full-time employees (excluding Fire and Rescue), the Expected Hrs per Pay Period should be 80.0. The hours reflected for part-time employees is based upon their full time equivalency percentage stored in the HRMS/Payroll System, (i.e. 50% of 80 hours = 40.0 hours.)
Total OT Hours	The number of overtime hours worked during the pay period. Refer to the actual employee timecard to determine whether these hours will be paid in the form of paid overtime or compensatory leave.



Using the Show Field to Select a Group of Employees to Display in a Genie

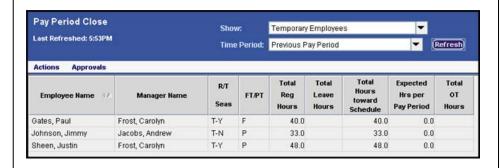
The **Show** field is located in the center of the header. This field determines which employees populate the workspace of the selected genie.

Genies allow managers to choose a different group of employees to view by selecting an option from the **Show** field.

To select a different group of employees, click the drop-down arrow beside the **Show** field. Click the group. The genie automatically updates.



The selected employees display in the workspace.



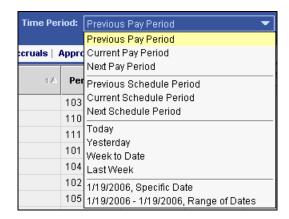


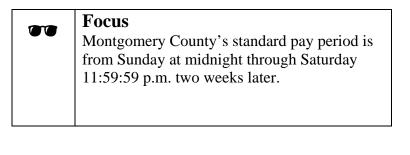
MCtime for Managers Module 5: Genies

Changing the Time Period in a Genie

Viewing the specific time period displayed in the genie is critical in effectively reviewing information. Each genie has an associated default time period.

To change the time period in the genie, click the drop-down arrow in the **Time Period** field. Select the preferred time period. The genie automatically updates the information to reflect the new time period.

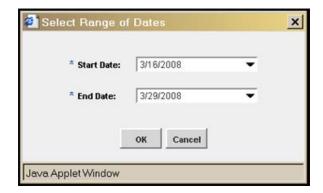




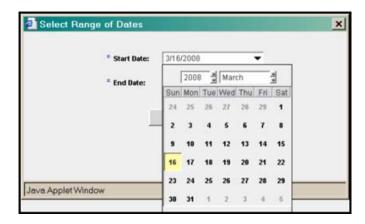


The **Range of Dates** option requires a start date and end date to be entered.

To access the **Range of Dates** option, select **Range of Dates** from the **Time Period** drop-down menu. The **Range of Dates** dialog box appears.



Click the drop-down arrow in the **Start Date** field. A calendar displays.





MCtime for Managers Module 5: Genies

Click the preferred start date. The date automatically populates the **Start Date** field. Repeat for the preferred **End Date**.

Click **OK** in the **Select Range of Dates** dialog box. The search results display information relative to the time period selected.

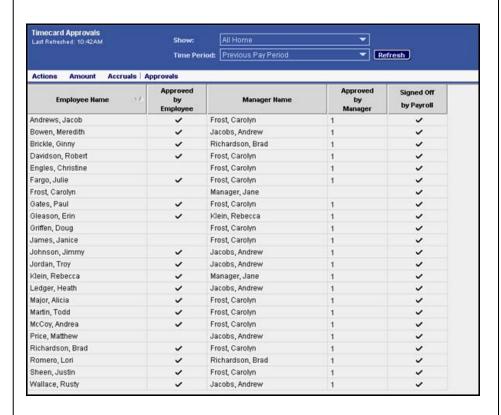




Timecard Approvals

The **Timecard Approvals** genie is used by managers to verify that employees have approved their timecard for the selected pay period. The genie also displays whether the manager has performed a managerial approval of the timecard and whether Payroll has performed a Sign Off on the timecard.

The **Timecard Approvals** genie includes 'All Home' employees for the previous pay period.





MCtime for Managers Module 5: Genies

The table below describes the columns in the **Timecard Approvals** genie.

Column Name	Description
Employee Name	The name of the employee.
Dept No	Displays the employee's two digit department number, i.e. 75 represents the Department of Permitting Services.
Approved by Employee	A checkmark indicates that the employee has completed and approved their timecard.
Manager Name	This is the employee's manager name.
Approved by Manager	A "1" indicates that the manager has approved the employee's timecard. A "2" indicates that two different managers have reviewed and approved the employee's timecard. Payroll requires that all timecards be approved by a single manager. Payroll will not perform a sign-off on a timecard that has not been approved by a manager.
Signed Off by Payroll	A checkmark indicates that the employee's timecard has been Signed Off by Payroll and has been submitted to Payroll for processing. No further edits are allowed to the timecard by the employee, manager or Payroll once the Sign Off has been applied to the timecard.



Refresh

Since MCtime is a web-based application it is necessary to refresh the current screen from time to time. When the Show or Time Period is changed, the information displayed in the genie is immediately updated. The Refresh button is used to view the most up-to-date information from the database. If changes are made to the database, a refresh is required.



Real-world Example

The **Timecard Approvals** genie displays an unapproved timecard for an employee. The manager approves the employee's timecard and returns to the genie. The **Refresh** button must be clicked to update the genie with the most recently added or changed data.

The time of the most recent refresh is identified in the upper left corner of the header.





Focus

If a change is made in another part of the system that affects the current view then the screen must be refreshed.

If in doubt, **Refresh!** The most up-to-date information is as current as the last refresh.

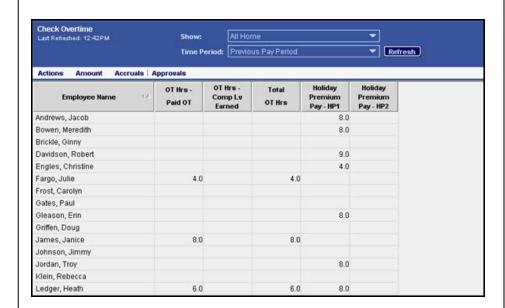
Check Overtime



MCtime for Managers Module 5: Genies

The **Check Overtime** genie reflects overtime hours worked by employees during the pay period displayed.

The **Check Overtime** genie includes 'All Home' employees for the pay period.



The table below describes the columns in the **Check Overtime** genie.

Column Name	Description		
Employee Name	The name of the employee.		
OT Hrs - Paid OT	The number of overtime hours worked that will be compensated as paid overtime.		
Table continues on next page			



Column Name	Description
OT Hrs – Comp Lv Earned	The number of overtime <u>hours worked</u> that will be compensated in the form of compensatory leave. This does not necessarily reflect the number of hours of compensatory leave earned since many employees earn compensatory leave at a rate of 1.5 hours for each hour worked.
Total OT Hours	The total number of overtime hours worked. This is the sum of hours shown in the OT Hrs – Paid OT and OT Hrs – Comp Lv Earned columns.
Holiday Premium Pay – HP1	Displays the number of hours worked on a holiday that will be paid as Holiday Premium Pay at 1.5 times the employees regular hourly rate.
Holiday Premium Pay – HP2	Displays the number of hours worked on a holiday that will be paid as Holiday Premium Pay at twice the employees regular hourly rate.

Focus

MCtime contains several genies. Refer to Appendix D for a compete listing of the genies displayed in MCtime.

MCtime for Managers Module 5: Genies

Sorting Columns in Genies

Genie columns can be sorted in ascending or descending order. This sorting option is available in all genies. For example, a user may want to group all employees who have overtime hours at the top of the workspace.

To sort genie columns, click the appropriate column heading. A sort icon appears next to the column heading.

The up arrow in the corner of the column heading indicates ascending order. The down arrow indicates descending order. Click the column heading to switch between ascending and descending order.

Employee Name 2 ∇	Manager Name	R/T Seas	FT/PT	Total Reg Hours	Total Leave Hours	Total Hours toward Schedule	Expected Hrs per Pay Period	Overtime Hours
James, Janice	Frost, Carolyn	R	F	72.0	8.0	80.0	80.0	8.0
Ledger, Heath	Jacobs, Andrew	R	F	80.0		80.0	80.0	6.0
Fargo, Julie	Frost, Carolyn	R	Р	48.0		48.0	60.0	4.0
Wallace, Rusty	Jacobs, Andrew	R	Р	50.0		50.0	40.0	

Sorting by Two Columns in Genies

Genie columns can also be sorted by two columns. The first column is the primary sort; the second column is the secondary sort. When sorting by two columns the selection of columns must be done in reverse order. This sorting option is available in all genies and each column can be sorted in ascending or descending order.

The number in the corner of the column heading indicates the column sorting order.

Employee Name 1 ▽	Manager Name	R/T Seas	FT/PT	Total Reg Hours	Total Leave Hours	Total Hours toward Schedule	Expected Hrs per Pay Period
Wallace, Rusty	Jacobs, Andrew	R	Р	50.0		50.0	40.0
Sheen, Justin	Frost, Carolyn	Т	Р				0.0
Romero, Lori	Richardson, Brad	R	Р	25.0		25.0	20.0
Richardson, Brad	Frost, Carolyn	R	F	80.0		80.0	80.0
Price, Matthew	Jacobs, Andrew	R	F	80.0		80.0	80.0

To restore the sort option back to the genie's default, click the **Refresh** button located in the header.



Steps: Sorting a Genie by Two Columns

1. Click the column heading of the secondary sort column.

The number one displays in the corner of the column heading.

2. Click the column heading a second time to change to ascending or descending order.

The column is sorted in ascending or descending order.

3. Click the column heading of the primary column sort.

The number one displays in the corner of the column heading and the number two displays in the corner of the column heading in the first column selected in Step 1.

4. Click the column heading a second time to change to ascending or descending order.

The column is sorted in ascending or descending order.

5. Click **Refresh** to return to the default sorting options.

The genie is reset to default options.



MCtime for Managers Module 5: Genies

Exercise 1	: Perform a Primary Sort
Scenario	Your task is to identify employees who have an approval in the current pay period.
Steps	Open the Timecard Approvals genie. Change the Time Period field to the current pay period. Identify employee(s) who have a timecard approval.
Expected Results	Alicia Major and Justin Sheen have approved their timecards.



Exercise 2: Perform a Primary and Secondary Sort

Scenario Your task is to perform a primary sort and secondary

sort in the current pay period. Which employees have not yet added hours to their timecard?

Steps Open the Pay Period Close genie. Sort the

Employee Name column in descending order. Sort the Total Reg Hours column in descending order.

Expected Results

Several employees have not yet entered hours in their

timecard.

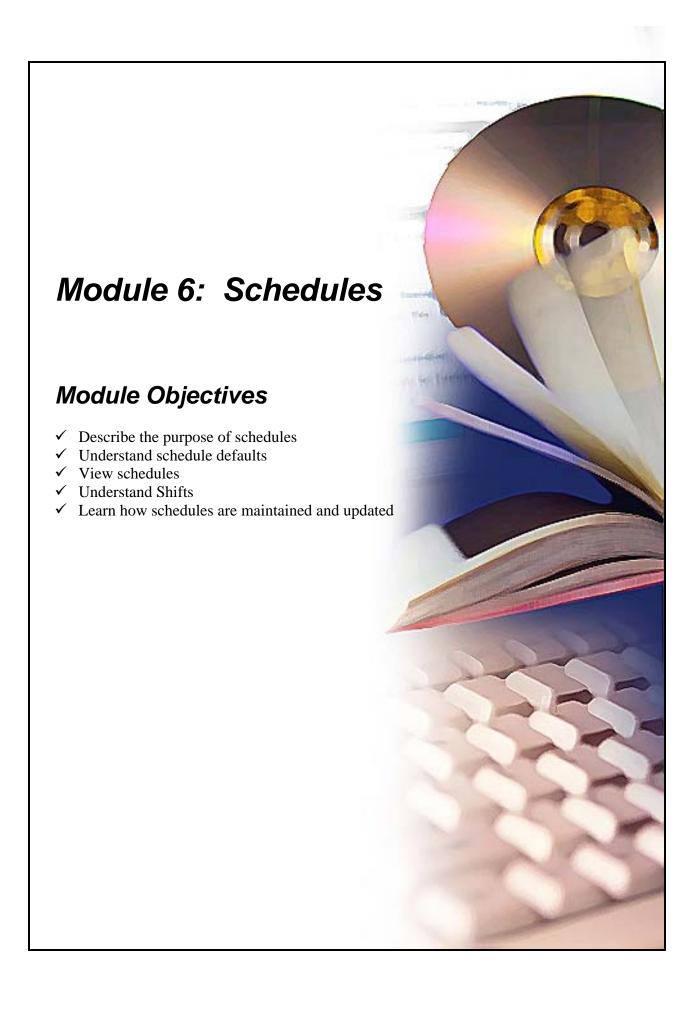


MCtime for Managers Module 5: Genies

Skill Drill

Below are some questions to reinforce the information presented in Module 5. This book and the MCtime application may be used to complete the questions. The instructor will discuss the answers upon completion.

- 1. True or False. The **Pay Period Close** genie automatically loads upon log on.
- 2. True or False. Each genie's default time period is the previous pay period.
- 3. True or False. All Home refers to all employees in the MCtime application.
- 4. A manager approves an employee's timecard. However, when reviewing the **Timecard Approvals** genie, the Approved by Manager column displays blank. Why?





Schedules

Schedules are an important component of MCtime. Schedules are used to pre-populate employee timecards with scheduled work durations. Hours are automatically pre-populated on employee timecards for all regular full-time and part-time employees based upon employee work schedules maintained in MCtime. Schedules are not maintained in MCtime for temporary full-time or temporary part-time employees; therefore, the timecards for these employees are not pre-populated with scheduled hours.

Employee schedules for regular full-time and part-time employees are entered and maintained centrally by the MCtime Office. It is important for managers to review employee schedules in MCtime for accuracy and notify the MCtime office when changes are necessary. The employee schedule is one of several factors that determine the calculation of overtime and holiday benefits; therefore, an incorrect schedule can result in a miscalculation of an employee's pay. Employees do not have access to view their schedules in MCtime other than to view the pre-population of their scheduled hours on their timecard in MCtime.



Business Process

Regular full-time employees are assigned a schedule, which automatically populates their timecard.

Regular part-time employees are assigned a schedule, which automatically populates their timecard.

Temporary and seasonal employees do not have a schedule. They must enter their time manually.



MCtime for Managers Module 6: Schedules



Business Process

The *Schedule Change Request* form must be completed by the employee's supervisor and submitted to the MCtime office to initiate a change to the employee schedule that displays in MCtime. The form is available in the Resources section on the MCtime website. Completed forms may be emailed to the MCtime office at

MCtime.finance@montgomerycountymd.gov.

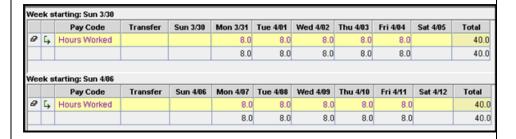


Schedule Defaults

All **regular full-time** employees are assigned a default schedule. The default schedule provides for a Monday through Friday work week of five eight hour work days. This default schedule is assigned to all regular full-time employees that are imported into MCtime as new hires.

All hours worked are automatically charged to the employee's home account code which consists of only one index code.

The default schedule for a regular full-time employee is displayed in the timecard below.



Regular part-time employees are not assigned a default schedule in MCtime; therefore, no pre-populated hours will display on the timecard for a newly hired part-time employee.

All hours worked are automatically charged to the employee's home account code which consists of only one index code.

The default schedule (or, lack of a schedule) for a regular part-time employee is displayed in the timecard below.



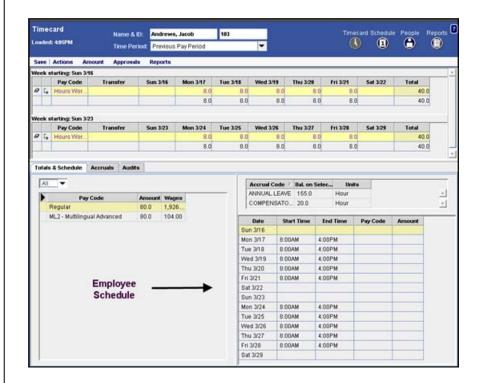


MCtime for Managers Module 6: Schedules

Schedule View

For timecard tracking purposes, Montgomery County requires employees to report time worked and leave taken as a duration of time (i.e. 8 hours) as opposed to work start and work stop times. Within the MCtime application however, schedules must be entered and maintained through the use of work start and stop times. These work start and stop times are known in MCtime as Shifts. As a result, employee schedules displayed in MCtime will include daily start and stop times for all days that the employee is scheduled to work.

A view of an employee schedule is displayed below. Meal deductions are not factored into the schedule.





Shifts

The daily start and stop times displayed in MCtime are known as Shifts. Shifts entail a start and end time that defines a duration amount. The duration amount automatically populates the employee's timecard.

Warning



The scheduled start and stop time displayed for most employees will not match the employee's actual start and end times.

The scheduled duration amount displayed in the employee's timecard must be accurately maintained vs. the employee's actual start and stop time each day.

MCtime uses the following default shift times. These do not include meal deductions:

- 8 a.m. 4 p.m.: 8 hour day (default for full-time, regular, non public safety employees)
- 7 a.m. 4 p.m.: 9 hour day
 7 a.m. 5 p.m.: 10 hour day

Compressed Schedules Only -

8 a.m. - 5 p.m.: 9 hour days in "short" week
9 a.m. - 6 p.m.: 9 hour days in "long" week
9 a.m. - 5 p.m.: 8 hour day in the "long" week

MCtime for Managers Module 6: Schedules

Schedule Changes

The MCtime office must be notified whenever a change is needed to the employee schedule displayed in MCtime. The Schedule Change Request form must be submitted by the employee's supervisor for all of the following schedule change types:

- Full-time employees that are changing work days per week and/or work day durations.
- Part-time employees Includes new hires and all regular part-time employees that are using the MCtime system for the first time.
- Full-time employees that are changing to a part-time employee status.
- Part-time employees that are changing to a full-time employee status.
- Compressed Schedule changes (includes employees moving on to or off of a Compressed Schedule or changing to a different Compressed Schedule).
- Full-time and part-time employees that need to have hours worked allocated to multiple account codes (index code or project codes) on a consistent basis.



Business Process

MCtime provides for only one default or "home" account code. Many employees need to charge hours to multiple account codes on a consistent basis every pay period. Hours worked can be distributed to multiple account codes via the employee schedule. The employee schedule is updated via a Schedule Change Request form when hours worked must be distributed on a consistent basis every pay period between multiple account codes (i.e. 50% to one index code and 50% to a second index code).

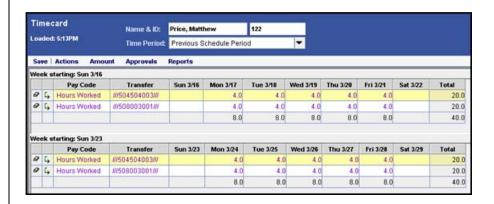




Real-World Example

In the DPWT budget, fifty percent of Matthew Price's hours are budgeted in index code 504504003 and the other 50% are budgeted for index code 508003001. Matthew's home account code includes index code 504504003; therefore, all hours worked are automatically charged to this index code. Matthew's scheduled hours can be changed via the Schedule Change Request form so that 50% of his schedule hours are allocated to two different index codes – 504504003 and 508003001.

The timecard below displays scheduled hours allocated between two different index codes.





MCtime for Managers Module 6: Schedules

Schedule Change Request Form

The Schedule Change Request form is used to initiate employee schedule changes in MCtime.

The form is available in the Resources section of the MCtime website at www.montgomerycountymd.gov/mctime. Supervisors should complete the form. Completed forms may be emailed to the MCtime office to MCtime.finance@montgomerycountymd.gov. Hard copies may also be submitted and forwarded to the MCtime office.

The Schedule Change Request form is displayed below.

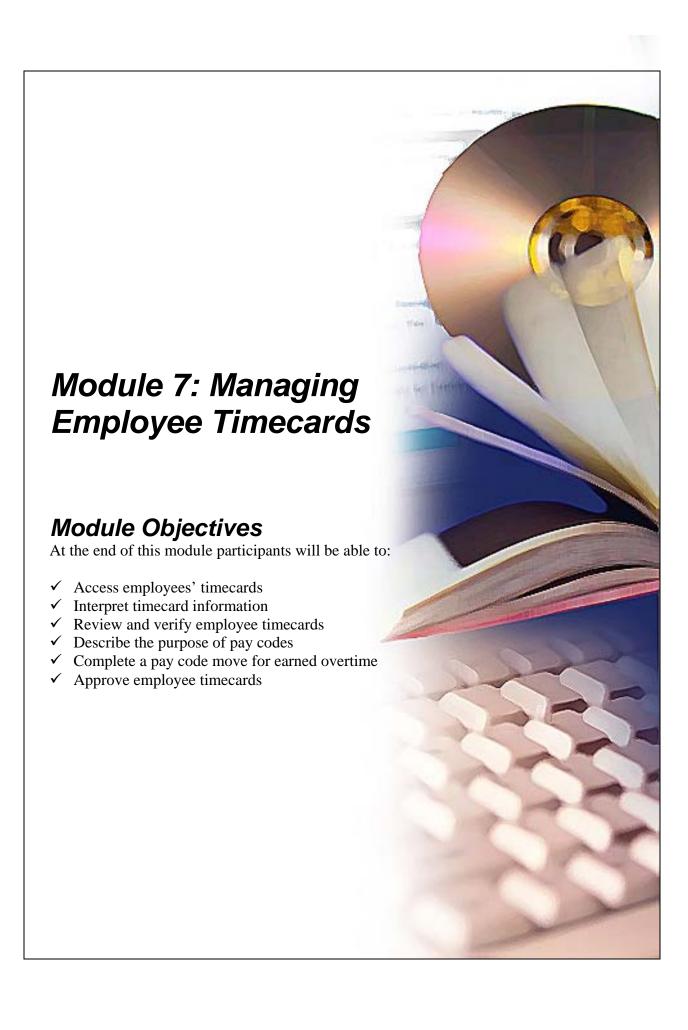
MCtime											
SCHEDULE CHANGE REQUEST											
EMPLOYEE NAME											
DEPARTM	DEPARTMENT NAME										
CHANGET	CHANGE TYPE FULL TIME - SCHEDULE CHANGE ONLY - Enter new schedule below										
CHANGE	TPE		J 1						v soneaux - Select so		a balaur
			,	POLL IIM			First Mond		- select so	nedde typ	e below
					•		Second M				
				_			Second Fr	,			
							First Frids	,			
			, '	DO DT TIM	•				w schedule	a balow	
		=	1							EDEIOW	
	FULL TIME TO PART TIME - Enter new schedule below PART TIME TO FULL TIME - Enter new schedule below										
	PART TIME TO FULL TIME - Enter new schedule below FT 8 PT - MULTIPLE HOME ACCOUNT CODES (i.e. index codes, project codes)										
							occount cod			is, project	voors,
NEW SCHE	EDULE START	DATE									
TWOWEE	KWORKSCHE	DULE BY DAY									
TWO WEEK WORK SCHEDULE BY DAY Enter the number of hours that the employee is scheduled to work each day during the two week pay cycle.											
	WEEK1										
	INDEX	CODE &	GRANT	SUN	MON						
	CODE	DETAIL	YR	SUN	MON	TUE	WED	THU	FRI	SAT	TOTAL
											- :
		TOTALS									-
WEEK2											
l r		PROJECT									
	CODE	CODE & DETAIL	GRANT YR	SUN	MON	TUE	WED	THU	FRI	SAT	TOTAL
		-									
											-:-
[TOTALS	•								
	E CHANGE APP										
(55, 210											



Skill Drill

Below are some questions to reinforce the information presented in Module 6. This book and the MCtime application may be used to complete the questions. The instructor will discuss the answers upon completion.

- 1. True or False. Schedules are maintained in MCtime by department supervisors.
- 2. A. What is the name of the form that is used to communicate schedule changes to the MCtime office?
 - B. Where can this form be found?
- 3. True or False. An employee's actual daily start and stop time must be displayed in MCtime.
- 4. True or False. Both full-time and part-time employees are paid from the schedule.
- 5. True or False. Schedules are the basis for holiday and overtime pay.
- 6. The MCtime office must be notified of which of the following schedule changes via a Schedule Change Request form.
 - A. An employee changes their schedule from the Compressed Schedule A to the Compressed Schedule D.
 - B. A regular employee changes work status from full-time to part-time.
 - C. A regular part-time employee is hired by the department.
 - D. A regular full-time employee is hired by the County and works 8 hour days on Monday thru Friday.
 - E.. A part-time employee terminates their employment with the County.





Managing Employee Timecards

The employee timecard is used to track an employee's worked and non-worked hours. Employees are responsible for performing pay code allocations and labor account transfers to accurately track their own time. Employees use the employee view covered in *Module 4 MCtime for Employees*.

Managers are responsible for reviewing, editing and approving employee timecards. As part of the review process, a manager may need to make changes to employee timecards that employees cannot make themselves. Two examples of functionality that are available to managers and administrators but not to employees are the ability to change the way overtime is determined and the ability to move hours from overtime pay to compensatory time.

Much of the functionality of the manager's view of the timecard has been covered in *Module 3 My Timecard*. Managing the employee's timecard uses many of the same skills already learned. This module covers specific issues related to a manager's view of an employee's timecard.

Warning



Modifying and saving changes to an employee's timecard creates an audit trail. An e-mail is generated and sent to the employee notifying them their timecard has been modified.



Accessing Employee Timecards

There are two ways to access employees' timecards.

Option 1: Double-click the employee's name within any genie.



Double-click the employee's name

The employee's timecard displays.





Option 2: Click the employee's name. Click the **Timecard** launch button. The employee's timecard appears.



Click employees' names

Click the **Timecard** launch button

To select more than one employee, hold the CTRL key and click additional names. The timecard displays one employee's timecard at a time. To view additional timecards, click the drop-down arrow in the **Name** field. A drop-down list of selected employees displays. Click the name of the employee. The selected employee's timecard appears in the workspace.



Timecards within the selected group may also be viewed by clicking on the right and left arrow that appears to the right of the employee name and ID. The right and left arrows are most often used to scroll through groups of timecards.



Step: Accessing a Timecard for a Single Employee

1. In a genie, double-click the employee's name.

The employee's timecard displays.

Steps: Accessing Timecards for Multiple Employees

1. In a genie, click on the employee(s)' name.

The employee's name has a yellow background.

2. Hold the CTRL key and click on additional names.

The selected employees' names have a yellow background.

3. Click the **Timecard** launch button.

One employee's timecard displays.

4. Click the drop-down arrow in the **Show** field.

The list of previously selected employees' names displays in the drop-down list.

5. Click the employee's name.

The selected employee's timecard displays in the workspace.



Reviewing Employee Timecards

Prior to approving employee timecards, managers are responsible for reviewing and verifying employee timecards to validate their accuracy and completeness.

The following guidelines are provided to assist the manager in their review of employee timecards at the end of each pay period.

- 1. Using the Timecard Approval genie, verify that all employees have completed and approved their timecards.
- 2. Using the Pay Period Close genie, compare the Total Hours toward Schedule column with the hours displayed in the Expected Hrs per Pay Period column.
- 3. Using the Pay Period Close genie, verify all hours recorded in the Total Leave Hours column. Review each timecard that reflects leave taken.
- 4. Using the Pay Period Close genie, validate all hours recorded in the Total OT Hours column. Review each timecard that reflects OT hours earned.
- 5. Review each employee timecard and validate any pay differentials (i.e. shift differential) entered by the employee for eligibility and accuracy.
- 6. Contact the employee to correct any errors if needed.

Each of these steps will be discussed in detail below.



Step 1 – Verify that all employees have completed and approved their timecard.

• Review the Timecard Approvals genie. Verify that all employees have completed and approved their timecard.



 Unapproved timecards should be approved by the employee if they are available. Managers may approve an employee's timecard if the employee is not available to complete and approve their timecard.

Step 2 — Using the Pay Period Close genie, compare the Total Hours toward Schedule column with the hours displayed in the Expected Hrs per Pay Period column.

• Review the Pay Period Close genie. Sort the genie by the Total Hours toward Schedule column.

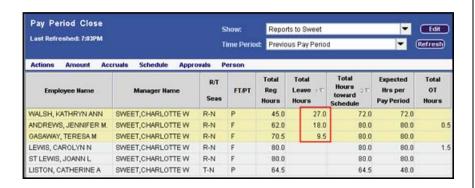


 Verify that all Regular Full Time employees have accounted for 80 hours in the Total Hours toward Schedule column.



Step 3 - Using the Pay Period Close genie, verify all hours recorded in the Total Leave Hours column.

• Sort the Pay Period Close genie by the Total Leave Hours column.



- Select the timecards of all employees that have used leave.
- Review the timecards and validate the leave recorded against any leave request documentation (i.e. emails, leave request notes, outlook calendar notes, etc.).

Step 4 - Using the Pay Period Close genie, validate all hours recorded in the Total OT Hours column. Review each timecard that reflects OT hours earned.

- Sort the Pay Period Close genie by the Total OT Hours column.
- Select the timecards of all employees that have earned overtime or compensatory leave.
- Verify that overtime hours recorded by the employee are accurate. Make sure that employees have reduced hours worked when leave was recorded for the day.
- Specifically, validate any Call Back Pay earned by the employee. Refer to the Montgomery County Personnel Regulations or the appropriate bargaining unit agreement for eligibility.



Step 5 - Review each employee timecard and validate any pay differentials (i.e. shift differential) entered by the employee for eligibility and accuracy.

- Review each employee timecard to verify any shift differentials recorded by the employee. Validate that the employee was eligible for the differential based upon their hours worked during the day.
- Employees eligible for Multi-lingual Pay will receive the differential automatically by MCtime. Multi-lingual pay should not be added to the employee's timecard except when it is earned by an employee represented by the MCGEO bargaining unit when they use the language specifically in overtime status.

Step 6 – Contact the employee to make any corrections that are necessary.

- If the employee is not available to make the correction, the supervisor may edit the employee timecard.
- A written explanation should be provided to the employee if a supervisor performs an edit on an employee timecard.
- Employees will receive an email alert from MCtime if a supervisor edits an employee's timecard after the employee has approved their timecard for the pay period.



Moving Overtime Hours to Compensatory Hours

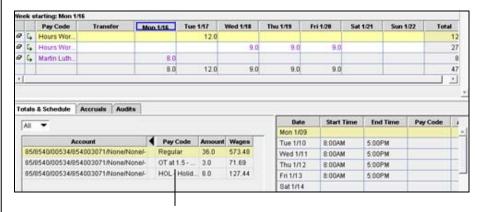
Employees who earn overtime can choose to take compensatory time in place of overtime pay. Managers must move the hours from the overtime pay code, as calculated by the system, to a compensatory pay code. Employees do not have access rights to perform this edit.



Real-World Example

Robert Davidson worked 12 hours on Tuesday of this week. Robert earns overtime at time and a half as calculated by his pay rule. He has the option of receiving compensatory time instead. Robert does not have the necessary access rights to move his hours from the overtime pay code to the compensatory pay code. Carolyn must allocate his hours correctly or he will be paid for his overtime.

To move hours in MCtime, right-click the pay code name of the hours to be moved located on the **Totals** tab. Notice that the hours are moved from the **Totals** tab and not a specific date. Any number of hours up to the total amount for the pay code can be moved regardless of date cell selected

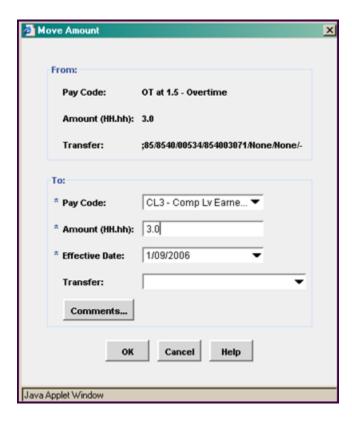


Hours to move

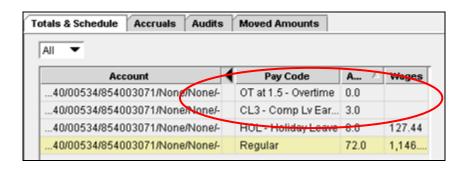


Click Move.

The **Move Amount** dialog box opens. Click the drop-down arrow in the **Pay Code** field. A list displays of the available pay codes. Click the appropriate pay code, the number of hours to move and the effective date.



Click **OK**. The **Move Amount** dialog box closes and the timecard displays. Click **Save**. The totals recalculate.





Steps: Moving Overtime Hours to Compensatory Hours

- 1. From the timecard, right-click the hours to move in the **Totals** tab. *A shortcut nenu displays*.
- 2. Select **Move** from the menu. *The Move Amount dialog box opens.*
- 3. Click the drop-down arrow in the **Pay Code** field. *A list of available codes is displayed.*
- 4. Click the appropriate code. *The entry displays in Pay Code field.*
- 5. Enter the hours to move in the **Amount** field. *The hours display in the* **Amount** *field.*
- 6. Enter the date in the **Effective Date** field. *The date displays in the Effective Date field.*
- 7. Click **OK**. *The timecard displays*
- 8. Click **Save.** *The Totals tab is updated with the moved amount.*

Focus

The Pay Code Move Matrix located in the Appendix C of this guide should be used to determine the appropriate pay code names to use when performing Pay Code Moves.



Approving Employee Timecards

The approval process is used to approve data within an employee's timecard. Approving a timecard acts as a digital signature that lets payroll know a manager has done a final check of the timecard prior to the processing of payroll. The approval process takes the place of physically signing a paper timecard.

Managers are responsible for approving the previous pay period timecards at the beginning of the new pay period.



Business Process

The approval of timecards by managers should be completed by noon the Tuesday following the end of the pay period. If the manager plans to be absent on approval Tuesday, he or she should contact their backup approval manager who has rights to approve their employees.



Focus

An employee approval prevents the employee from making edits to the timecard but not the manager. A manager approval prevents both the employee and manager from making further edits.

Warning



Always review the pay period close genie prior to approval. This genie contains important summary information about employees. Verify hours are correct and employees have approved their own time.

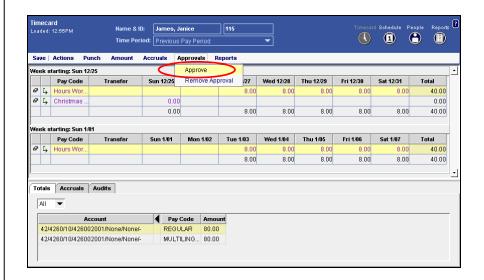


Approving Individual Employee Timecards

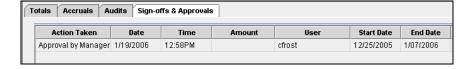
Approving an individual employee's timecard can be performed in two areas of the MCtime system.

- From the timecard
- From a MCtime genie

To perform an approval in the timecard, open the employee's *previous* pay period timecard. Click the **Approvals** menu. Click **Approve**.



Upon signing-off, a **Sign Offs & Approvals** tab is added to the bottom, left portion of the workspace. Click this tab to display a table, showing the action taken, date, time, user and date ranges.

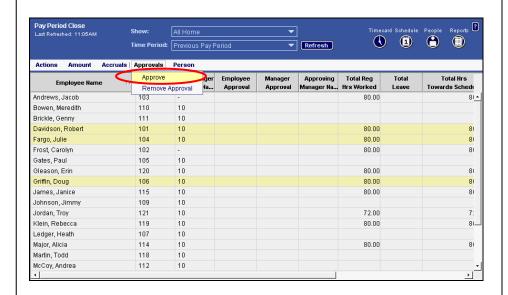




Approving Timecards from a MCtime Genie

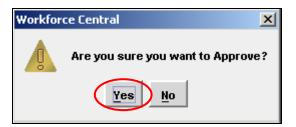
Instead of approving individual employees one at a time, a manager may wish to approve an entire group together.

From the pay period close genie, select the pay period to approve. Select the employees to approve. To select multiple employees, hold the CTRL key and click the employees' names.



Click **Approve** on the **Approvals** menu.

A confirmation dialog box appears stating "Are you sure you want to Approve?" Click Yes.





Steps: Approving Individual Timecards

1. From the timecard click the **Approvals** menu.

The Approvals menu displays.

2. Click Approval.

The employee's timecard is approved. A **Sign Offs & Approvals** tab appears at the bottom left portion of the workspace.

Steps: Approving Timecards from a MCtime genie

1. From a MCtime genie, select the pay period to approve. Select the employees to approve. To select multiple employees, hold the CTRL key and click the employees' names.

The names of the selected employees have a yellow background.

2. Click **Approve**.

A confirmation dialog box appears stating "Are you sure you want to Approve?"

3. Click **Yes**.

The employees' timecard(s) are approved.



Exercise 1: Move Overtime Hours to Compensatory Hours

Scenario Your task is to move hours from overtime pay to

compensatory hours. Erin Gleason worked 12 hours on Wednesday. Instead of receiving overtime pay she wants

compensatory time. Move her overtime hours to

compensatory.

Step Open the timecard and move the OT at 1.5 – Overtime

hours to CL3 – Comp Lv Earned-1 hr EQ 1.5.

Expected Results

The hours are moved.

Notes:



Exercise 2: Approve Timecards for a group of Employees

Scenario Your task is to approve timecards of several employees

at once. Approve the first five employees from the Pay

Period Close genie.

Step Open the **Pay Period Close** genie for the previous pay

period and approve.

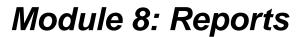
Expected The timecards are approved and can be verified on the

Results Sign Offs & Approvals tab on the timecard.

Notes:



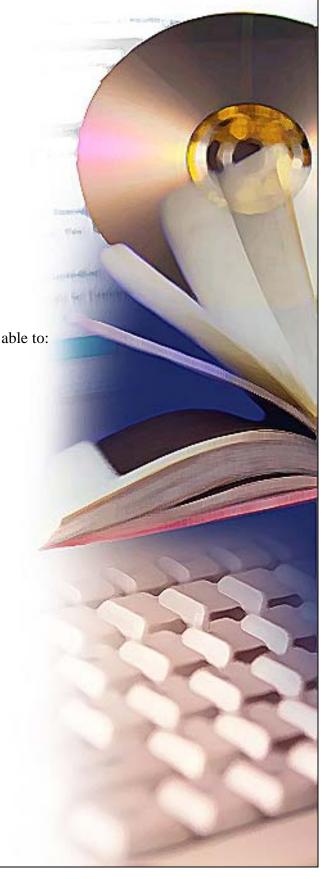
	Skill Drill
	Below are some questions to reinforce the information presented in Module 7. This book and the MCtime application may be used to complete the questions. The instructor will discuss the answers upon completion.
	1. Managers are responsible for insuring that their employee's accurately complete and approve their timecards every pay period.
	2. True or False. Managers can move overtime hours to compensatory hours for an employee.
	3. True or False. An e-mail is sent to the employee when a manager modifies and saves changes to the employee's timecard.
	4. An approval is the digital equivalent of a:
	5. What is the backup approvers procedure?



Module Objectives

At the end of this module participants will be able to:

- ✓ Access the reports application
- ✓ Identify the various report categories
- Expand and collapse report categories
- ✓ Run reports in MCtime
- ✓ Review reports on the screen





Reports

Reports display time and attendance information for employees based on pre-selected and user selected parameters. The data is prepared in an easy to read format for online viewing or printing.

Reports vs. Genies

Genies, covered in *Module 5 Genies*, display summary information that can be used as a tool to quickly view employee related time information. They are designed to present information for review and selection purposes. Genies are similar to on-screen reports in that they provide up-to-date information on employees. Genies, however, are not formatted for printing nor do they have certain types of totals information. Genies constantly update based on changes in the MCtime database.

Reports are designed to present summary data for printing. Reports can be displayed and printed. Unlike genies, employees cannot be selected from reports. Reports represent static information: once the report is run its data is frozen and represents information as of the time of report creation.

Accessing Reports

There are two ways to access available reports:

- **Reports** link on the navigation bar
- **Reports** launch button



MCtime for Managers Module 8: Reports

Reports Link

Accessing reports using this method allows managers to use a query to select the employees they want to view on the report. To access the reports application using the link, click **Reports** on the navigation bar.



The reports application is launched.



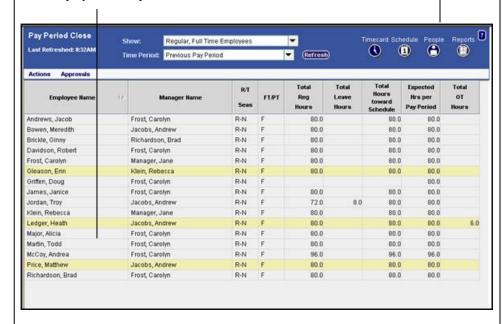
Reports Launch Button

Reports can also be accessed using the **Reports** launch button.

To access reports using the **Reports** launch button click the name of the employee(s) in the genie workspace. To select multiple employees, hold the **Ctrl** key and click additional names. Click the **Reports** launch button.

Reports launch button

Select the employees to display on the report



The Reports application is launched.



Warning

Employees' names must be selected in the genie before the launch button is used. Otherwise, the **No rows are selected** message displays.



MCtime for Managers Module 8: Reports

Report Categories

Reports are grouped into different categories. Categorizing allows easier access to different types of reports.

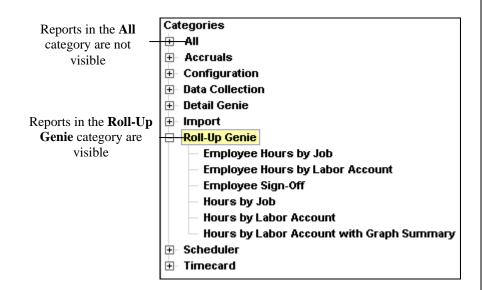
The following table provides examples of report categories.

Category	Description			
All	All reports listed alphabetically by name.			
Detail Genie	Reports that correlate to time and attendance information. Some of these reports are also listed under the Timecard category.			
Roll-Up Genie	Reports containing specific employee information or totals information by labor account.			
Schedule Genie	Reports pertaining to scheduling information. The reports listed are also listed under the Individual Schedule category.			
Timecard	Correlates to time and attendance information. The reports listed are also listed under the Detail Genie category.			



Expanding/Collapsing Report Categories

Report categories are expandable and collapsible. Each category has a + or - symbol preceding the name. The + symbol indicates the subsets of the category can be expanded. The - symbol indicates all subsets are displayed.



To expand a report category, click the + symbol preceding the category.

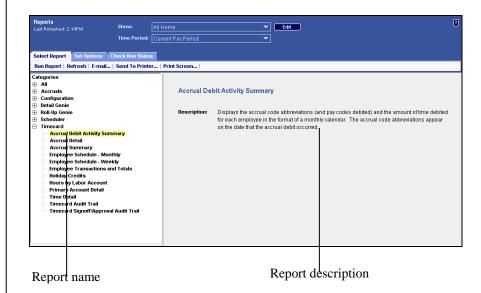
To collapse a report category, click the – symbol preceding the category.



MCtime for Managers Module 8: Reports

Running Reports

To run a report, expand the appropriate category. Click the desired report name. The report's description appears.



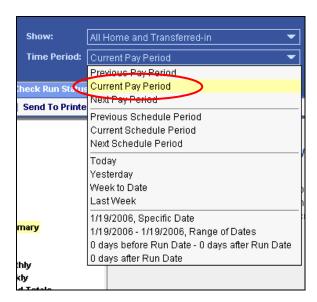
To select employees choose a query from the **Show** drop-down list.



The chosen query displays in the **Show** field.



Select the appropriate time period from the **Time Period** drop-down list.



The selected time period displays in the **Time Period** field.



MCtime for Managers Module 8: Reports

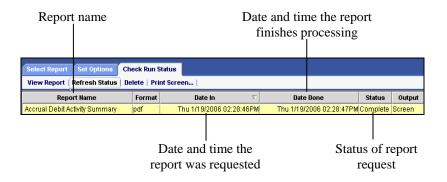
Click Run Report on the Select Report menu.



The Check Run Status window opens.

The Check Run Status Window

Report generation requires processing time. The status of the report generation displays in the **Check Run Status** window.



The **Status** column of the **Check Run Status** table is important. It displays the current status of the report. The report is not available to view until the **Status** column displays complete.

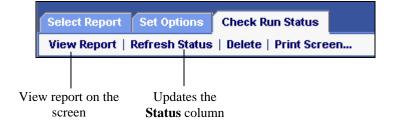


The following table describes the status results that may display in the **Status** column.

Status	Description
Waiting	The report has been queued for processing.
Updating	The report is waiting for up-to-date totals.
Running	The report is generating.
Complete	The report is finished.
Failed	There is an error in the generation of the report.

If the status is set to **Waiting** click the **Refresh Status** option on the **Check Run Status** menu to update the status. Once the status is set to **Complete** continue to the next step.

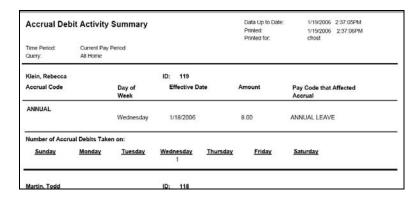
Click View Report on the Check Run Status menu.





MCtime for Managers Module 8: Reports

Adobe Acrobat launches in a new window. The report displays on the screen.



If the report does not display, verify popups are allowed on the page. All reports published in PDF require Adobe Acrobat. Adobe Acrobat should launch automatically unless the computer does not have it installed. If the computer does not have Adobe Acrobat installed, contact the department's IT specialist, or the Help Desk at 7-2828.



Steps: Running Reports Using the Reports Link

1. Click the **Reports** link on the navigation bar.

The reports application appears.

2. Click the + sign preceding the desired report category.

The report category expands.

3. Click the preferred report.

The report displays a yellow background and the report description appears in the right window.

4. Select a query from the **Show** field.

The selected query displays in the **Show** field.

5. Select a time period from the **Time Period** field.

The selected time period displays in the **Time Period** field.

6. OPTIONAL: Click the **Set Options** menu. Set preferred options.

Available options display.

7. Click **Run Report** on the **Select Report** or the **Set Options** menu.

The Check Run Status window displays.



MCtime for Managers Module 8: Reports

8.	Click Refresh Status on the Check Run Status menu.
	The status displays as Complete.
9.	Click View Report on the Check Run Status menu.
	Adobe Acrobat [®] launches. The report displays on the screen.



Steps: Running Reports Using the Reports Launch Button

1. Click any genie link from the navigation bar. Genies include: **Pay Period Close** and **QuickFind.**

The genie displays.

2. Click the appropriate employee(s) name.

The employees are highlighted in yellow.

3. Click the **Reports** launch button.

The Reports application launches.

4. Click the + sign preceding the desired report category.

The report category expands.

5. Click the preferred report.

The report displays a yellow background and the reports description displays in the right window.

6. Verify that **Previously Selected Employee(s)** displays in the **Show** field.

Previously Selected Employee(s) displays in the **Show** field.

7. Select a time period from the **Time Period** field.

The selected time period displays in the **Time Period** field.



MCtime for Managers Module 8: Reports

8.	OPTIONAL: Click the Set Options menu. Set preferred options.
	Available options display.
9.	Click Run Report on the Select Report or the Set Options menu.
	The Check Run Status window displays.
10.	Click Refresh Status on the Check Run Status menu.
	The status displays as Complete.
11.	Click View Report on the Check Run Status menu.
	Adobe Acrobat® launches. The report displays on the screen.



Exercise 1: Run a Time Detail Report Using the Reports Link

Scenario Your task is to run a Time Detail report for All Home

employees for the previous pay period.

Steps Generate a Time Detail report for All Home

employees. Select the appropriate time period. View

the report on the screen.

Expected The Time Detail report for All Home employees

Results displays on the screen.

Notes:



MCtime for Managers Module 8: Reports

Skill Drill

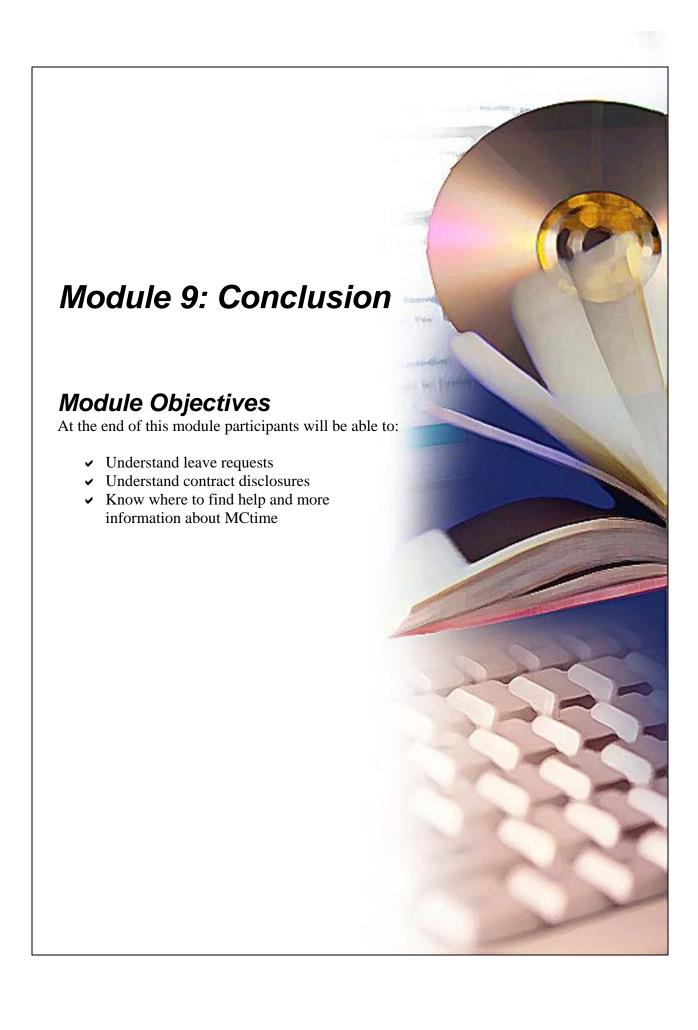
Below are some questions to reinforce the information presented in Module 8. This book and the MCtime application may be used to complete the questions. The instructor will discuss the answers upon completion.

- 1. True or False. There is one way to access reports in the MCtime system.
- 2. True or False. Employee names must be selected before clicking the reports launch button.
- 3. Which report category holds all system reports?

4.	List	the five types of report statuses.
	1.	
	2.	
	3.	
	4.	
	5.	

- 5. In order to verify that a report has completed which option should be chosen?
 - A. View Report
 - B. Refresh Status
 - C. Check Run Status

6.	What is the difference between a genie and a report?





Conclusion

MCtime enables employees and managers to use a web browser to enter, review, edit, and approve their time.

Topics for Review

- Access
 - New hires should have access to MCtime prior to the end of their first pay period. Until their MCtime account is established, new hires may use the MCtime Manual Time Tracking Form.
 - You may access the MCtime website by clicking on the link located on the County's intranet portal. You may also access MCtime via the MCtime website.
- Navigation/Timeouts
 - MCtime will time out if there is a period of inactivity.
 The duration of inactivity before timeout is determined by the DTS security team and may change periodically.
 - o Logging off MCtime must be done properly by clicking the *Log Off* link located at the top of the navigation bar.
 - o General help and context specific help is available through the MCtime application by clicking the *Help* link in the upper right hand corner. Additional information is available through the MCtime website or by contacting the Montgomery County Help Desk at 240-777-2828.



MCtime for Managers Module 9: Conclusion

• Timecard

- o Pay Rules define how employees are paid for overtime and holiday pay and work in conjunction with the employee's work schedule. MCtime uses pay rules to calculate employee's hours and assign them to the appropriate pay codes for payroll purposes.
- Pay Codes hold the hours accumulated by employees throughout the pay period. Some examples are Regular, Sick Leave, Annual Leave, and Personal Days.
- O Labor Levels are categories that define Montgomery County's cost centers and accounting structure for Payroll purposes. The labor levels are *Department*, *Division*, *Manager*, *Index Code/Activity Code*, *Project Code/Project Code Detail*, and *Grant Year*.
- O Durations are the number of hours worked or leave taken in a day.
- Managers and employees have a different timecard display. The manager view is needed for the additional functionality. Employees have a different screen to enter and approve their time.

Schedules

- O Schedules are maintained in MCtime and are prepopulated on the timecard for all regular full-time and part-time employees. It's critical that accurate schedules be maintained since the employee schedule provides a basis for overtime calculations and holiday benefits. Schedules are not maintained in MCtime for temporary full-time or part-time employees. Temporary employees must enter hours worked daily.
- A Schedule Change Request form should be submitted to permanently change the employee's schedule that is displayed on the timecard when necessary. The form is available on the MCtime website in the Resources section.

MCtime for Managers Module 9: Conclusion



Managers and Administrators

- Payroll Sign-Off disables timecards from any new edits. Corrections to timecards that have been signed off by Payroll must be submitted via the Timecard Correction Request form. The form is available in the Resources section of the MCtime website.
- o Managers and employees may run and print reports that provide basic payroll information.
- o The Pay Period Close genie is the most widely used tool to view employee's timecards at the end of the pay period. The default time period for the Pay Period Close genie is the previous pay period.
- Leave requests follow current departmental procedures. Accrual balances can be viewed in MCtime prior to making leave requests to verify adequate accrual amounts.

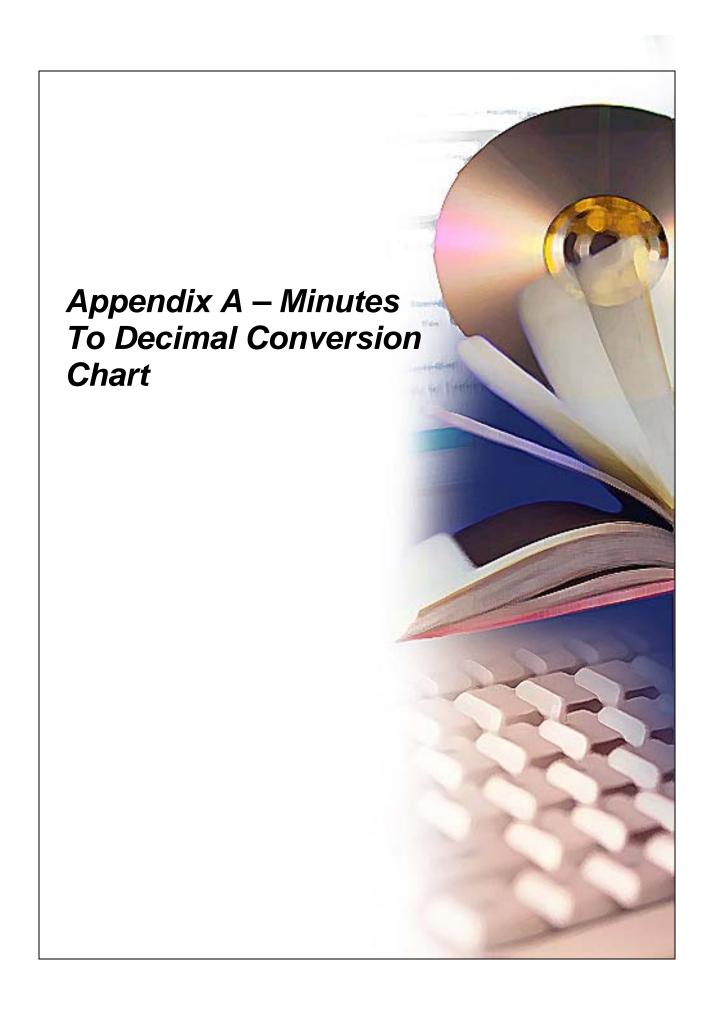
Approvals

- o Managers and employees approve their own timecards each pay period. Managers must also approve their employee's timecards prior to the sign-off deadline.
- When an employee approves their timecard and then a manager makes a change, an audit trail is stored in MCtime and an email notification is sent to the employee.
- o Timecards cannot be processed by Payroll without a manager's approval.



MCtime for Managers Module 9: Conclusion

Contract Disclosures This training document does not constitute or change any express or implied contract. The training material provides general guidance for employees concerning the County's electronic timecard system. It is not intended to change or otherwise modify any law, rule, regulation or bargaining agreement that may impact the subject matter contained in this document. If there is an inconsistency, the law, rule, regulation or bargaining agreement will prevail.

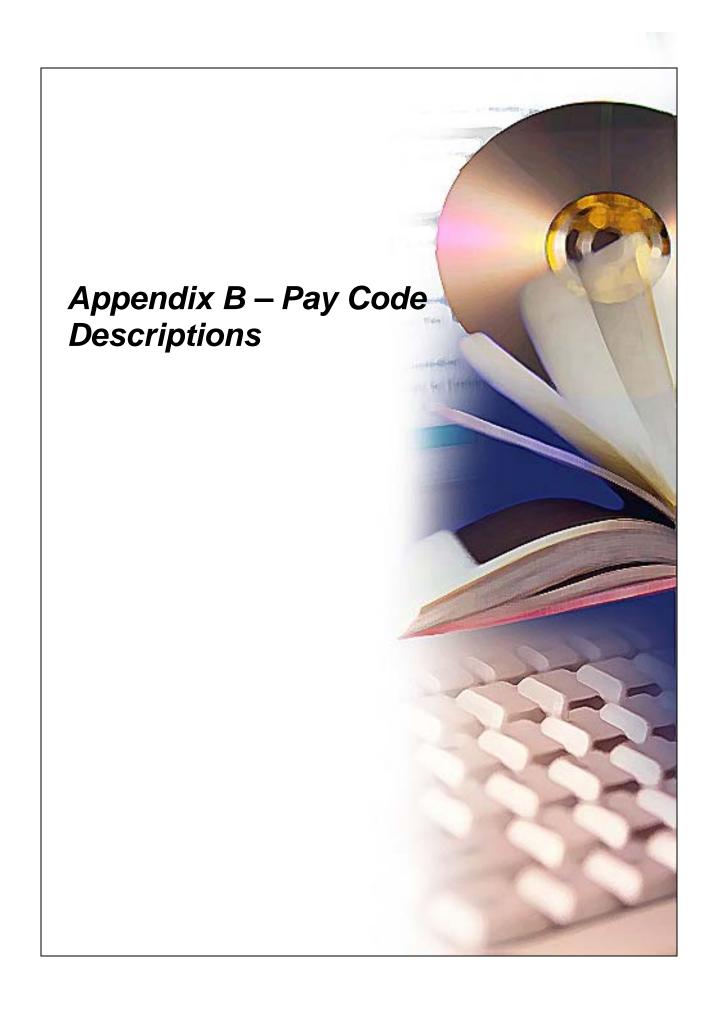




Minutes to Decimal Conversion Chart

Below is a chart to help you convert minutes to decimals for use with MCtime.

Minutes	Decimals	Minutes	Decimals
1	0.02	31	0.52
2	0.03	32	0.53
3	0.05	33	0.55
4	0.07	34	0.57
5	0.08	35	0.58
6	0.10	36	0.60
7	0.12	37	0.62
8	0.13	38	0.63
9	0.15	39	0.65
10	0.17	40	0.67
11	0.18	41	0.68
12	0.20	42	0.70
13	0.22	43	0.72
14	0.23	44	0.73
15	0.25	45	0.75
16	0.27	46	0.77
17	0.28	47	0.78
18	0.30	48	0.80
19	0.32	49	0.82
20	0.33	50	0.83
21	0.35	51	0.85
22	0.37	52	0.87
23	0.38	53	0.88
24	0.40	54	0.90
25	0.42	55	0.92
26	0.43	56	0.93
27	0.45	57	0.95
28	0.47	58	0.97
29	0.48	59	0.98
30	0.50		





Pay Code Descriptions

The column headings on the Pay Code Descriptions listing are explained below.

PAY CODE NAME

The name of the Pay Code as displayed in MCtime.

DESCRIPTION

A brief description of the Pay Code name, for example, when it may be used, employees that may access the pay code for use, etc.

USED IN PLACE OF OR IN ADDITION TO "HOURS WORKED"

Pay codes used *in place of* hours worked generally indicate leave usage by the employee. Hours recorded using pay codes *in place of hours* worked must be deducted from the scheduled hours that pre-populate the timecard. Annual Leave is an example of a pay code that is used in place of hours worked.

Hours recorded using pay codes that are *in addition to* hours worked are used in conjunction with recorded hours worked. Shift differential pay is an example of a pay code that is used in addition to hours worked. These hours must be recorded on an additional row on the timecard that is separate from the hours worked row.

MCPR REFERENCE (OR MCGEO CONTRACT)

This column references the section of the Montgomery County Personnel Regulations (MCPR) that relate to the usage of the pay code. Some pay codes are bargaining unit specific and no reference exists in the MCPR; in that case, reference is made to the specific bargaining unit agreement and article number. The use of MCGEO in this column refers to the agreement between the Municipal & County Government Employees Organization and Montgomery County Government.

PAY STUB DESCRIPTION

Shows the Pay Code Name as it will appear on the payroll check/advice stub.



ce Pay Stub O Description	N/A	ADMIN LV) ADMIN LV) ADMIN LV) ADMIN LV
MCPR Reference (Or MCGEO Contract)	15-8	21-2	21-1(b)	21-1(e)	21-1(a)
Used in Place of Or In Addition to "Hours Worked"	IN PLACE OF	IN PLACE OF	IN PLACE OF	IN PLACE OF	IN PLACE OF
Description	Used by a supervisor to record an employee's absence from work if the employee: 1) fails to report to work; 2) leaves the work site prior to the end of the workday without supervisor approval; 3) fails to notify the supervisor of an absence from work under existing department policies/practices; or 4) obtains approval for an absence for fraudulent reasons.	To record administrative leave used upon the death of a family member or relative. Limited to 3 consecutive days for each occasion.	To record administrative leave granted by the CAO (Chief Administrative Officer) when a dangerous or unhealthy situation exists at a County facility.	To record administrative leave used when subpoenaed as a witness in a civil or criminal case or an administrative hearing. Does not apply to cases or hearings that are unrelated to the employee's official duties and for which the employee is a party.	To record administrative leave granted by the CAO during a declared time of general emergency.
Pay Code Name	AWOL - Absence Without Leave	Admin Leave - Bereavement	Admin Leave - Cnty Facility Clsd	Admin Leave - Court Appearance	Admin Leave - General Emergency



Pay Stub Description	ADMIN LV	AML OPT	ADMIN LV	ADMIN LV
MCPR Reference (Or MCGEO Contract)	21-1(f)	MCGEO - 36.1 through 36.5	N/A	22-5
Used in Place of Or In Addition to "Hours Worked"	IN PLACE OF	IN PLACE OF	IN PLACE OF	IN PLACE OF
Description	To record administrative leave used when an employee is required to serve on a jury or to be present for jury selection.	Administrative leave that may be used by MCGEO executive board members, shop Stewards and other Union representatives to perform specific Union related activities.	Any full-time or part-time employee who is called to active duty during a national emergency or under presidential authority is entitled to use 15 workdays of paid administrative leave. This is in addition to any other administrative leave used for military training during the year. This leave should be used when the employee is initially called to active duty, so as to act as a pay buffer until the County receives information from the employee about the employee's military pay and allowances, and determines the amount of the salary supplement, if appropriate. Per CAO letter dated 10/9/2001, Important Announcement regarding Montgomery County Employees who are called to Active Military Duty.	To record administrative leave for a County employee that is a member of the Maryland organized militia who must report to inactive military training. Limited to no more than 15 workdays per year.
Pay Code Name	Admin Leave - Jury Duty	Admin Leave - MCGEO Business	Admin Leave - Military - Active	Admin Leave - Military Res Trng





MCPR Reference (Or MCGEO Contract)	20-4(a) ANNUAL LV	16-6(a) ANNUAL LV	10-13 OVERTIME	Will be displayed in the 10-7(c)(3)(B) Leave Balance section of the pay stub as "EARNED" leave.
Used in Place of Or In Addition to "Hours Worked"	IN PLACE OF	IN PLACE OF	IN PLACE OF	N/A
Description	To record the use of accrued annual leave that is used in conjunction with Parental Leave.	To record the use of accrued annual leave that was not scheduled and approved by the supervisor in advance.	Use to record time spent performing an unanticipated and unscheduled work assignment for which the employee was required to return to work. A minimum of three hours should be recorded regardless of how long the call-back assignment lasts. All Call Back Pay is paid at 1 1/2 times the employee's regular hourly rate.	System generated compensatory leave earned based upon the total hours worked. Generally, overtime compensation will be paid in the form of compensatory leave on a one hour worked = one hour earned basis for exempt employees in job classes at a pay grade of 25 or above. Under special circumstances, a supervisor may convert this compensatory leave to paid overtime via the
Pay Code Name	Annual Leave With Parental Leave	Annual Leave - Unscheduled	Call Back Pay	Comp Leave Earned - 1 Hr Eq 1.0



Pay Code Name	Description	Used in Place of Or In Addition to "Hours Worked"	MCPR Reference (Or MCGEO Contract)	Pay Stub Description
Comp Leave Earned - 1 Hr Eq 1.5	System generated compensatory leave earned based upon the total hours worked. Generally, overtime compensation will be paid in the form of compensatory leave on a 1 hour worked = 1 1/2 hours earned basis for exempt employees in job classes at a pay grade of 24 or below. Under special circumstances, a supervisor may convert this compensatory leave to paid overtime via the "move" function in MCtime.	N/A	10-7(c)(3)(A) 10-7(f)(2)	Will be displayed in the Leave Balance section of the pay stub as "EARNED" leave. Each hour reflected in MCtime will equal 1.5 hours earned on the pay stub.
Comp Leave Earned - 1 Hr Eq 2.0	For use only if an employee that is eligible to earn Holiday Premium Pay at 2.0 requests to receive compensatory leave in lieu of Holiday Premium Pay. Conversion of hours from Holiday Premium Pay to Compensatory Leave must be performed by a supervisor via the "move" function in MCtime.	N/A	24-8(b)	Will be displayed in the Leave Balance section of the pay stub as "EARNED" leave. Each hour reflected in MCtime will equal 2.0 hours earned on the pay stub.
Comp Leave Eamed For Holiday	If an observed holiday falls on a full time employee's regular day off and the employee does not select an alternate day off within the pay period, an equivalent number of compensatory leave earned hours should be recorded as the holiday benefit. All part time employees that are not scheduled to work on the observed holiday will receive a prorated holiday benefit in the form of compensatory leave hours earned.	N/A	24-5(b)(2)	Comp Leave Hours Earned



Pay Code Name	Description	Used in Place of Or In Addition to "Hours Worked"	MCPR Reference (Or MCGEO Contract)	Pay Stub Description
Comp Leave Used	To record the use of earned compensatory leave that was scheduled and approved by the supervisor in advance. Comp Leave earned in one pay period is not available for use until the next pay period.	IN PLACE OF	10-8(b)	COMP LV
Comp Leave With Parental Leave	To record the use of earned compensatory leave that is used in conjunction with Parental Leave.	IN PLACE OF	20-4(a)	COMP LV
Comp Leave – Unscheduled	To record the use of earned compensatory leave that was not scheduled and approved by the supervisor in advance. Use of this pay code impacts the calculation of overtime when overtime was worked on the day preceding the unscheduled absence.	IN PLACE OF	10-8(b), 10-7(d)(2)	COMP LV
Conservation Corps - Rate	For use only in HHS. For employees assigned to the Conservation Service Corps Trainee job class.	ADDITION	N/A	CONSERV 1
Conservation Corps - Rate 2	For use only in HHS. For employees assigned to the Conservation Service Corps Trainee job class.	ADDITION	N/A	CONSERV 2
Conservation Corps - Rate 3	For use only in HHS. For employees assigned to the Conservation Service Corps Trainee job class.	ADDITION	N/A	CONSERV 3
Conservation Corps - Rate	For use only in HHS. For employees assigned to the Conservation Service Corps Trainee job class.	ADDITION	N/A	CONSERV 4



Pay Code Name	Description	Used in Place of Or In Addition to "Hours	MCPR Reference (Or MCGEO Contract)	Pay Stub Description
Conservation Corps - Rate 5	For use only in HHS. For employees assigned to the Conservation Service Corps Trainee job class.	ADDITION	N/A	CONSERV 5
Conservation Corps - Rate 6	For use only in HHS. For employees assigned to the Conservation Service Corps Trainee job class.	ADDITION	N/A	CONSERV 6
Conservation Corps - Rate	For use only in HHS. For employees assigned to the Conservation Service Corps Trainee job class.	ADDITION	N/A	CONSERV 7
Conservation Corps - Rate 8	For use only in HHS. For employees assigned to the Conservation Service Corps Trainee job class.	ADDITION	N/A	CONSERV 8
Conservation Corps - Rate 9	For use only in HHS. For employees assigned to the Conservation Service Corps Trainee job class.	ADDITION	N/A	CONSERV 9
Conservation Corps - Rate 10	For use only in HHS. For employees assigned to the Conservation Service Corps Trainee job class.	ADDITION	N/A	CONSERV 10
Disability Lv With Workers Comp	Used by a supervisor or admin to record hours for which an employee is unable to perform work due to a work related injury or illness and is receiving workers compensation benefits for a temporary disability.	IN PLACE OF	18-1	DISABLV
Emergency Pay	To record hours worked during a declared general emergency for which the employee was required to work. These hours should be recorded in addition to recording regular "HOURS WORKED" on the timecard.	ADDITION	10-14	EMERGENCY



Pay Stub Description	FAM SKL	FAM SKL	FLD TRN RG	FLD TRN OT
MCPR Reference (Or MCGEO Contract)	17-7	17-7,19-5(c)	MCGEO - Article 5.23	MCGEO - Article 5.23
Used in Place of Or In Addition to "Hours	IN PLACE OF	IN PLACE OF	ADDITION	ADDITION
Description	To record sick leave hours used when a member of the employee's immediate family is ill, injured or medically quarantined; or has a medical, dental or optical examination or treatment. Family sick leave hours available for use are limited to the number of sick leave hours earned in a year (i.e. 120 hours for most full time employees).	To record the use of accrued and authorized Family Sick Leave that is used in conjunction with FMLA (Family and Medical Leave Act) leave.	Applies to Bus Operators, Police Telecommunicators, Correctional Officers and Deputy Sheriffs. To record hours worked during which the employee was assigned to train a new unit employee. This pay differential pay code should be used in conjunction with the Hours Worked pay code.	Applies to Bus Operators, Police Telecommunicators, Correctional Officers and Deputy Sheriffs. To record hours worked during which the employee was assigned to train a new unit employee. This pay code should be used when the employee is working in overtime status.
Pay Code Name	Family Sick Leave	Family Sick Leave With FMLA	Field Training Diff – MCGEO	Field Training - OT – MCGEO



Pay Code Name	Description	Used in Place of Or In Addition to	MCPR Reference (Or MCGEO	Pay Stub Description
		Worked"	Contract)	
Flex Hours Worked	May be used by employees on a Compressed Schedule to flex hours worked between workdays WITHIN THE SAME WORK WEEK. (Total Flex Hours worked must net to zero for the work week.) The pay code may also be used by EXEMPT employees on all schedules to flex hours between work weeks within the same payroll reporting period. (Total Flex Hours Worked for the payroll period must net to zero.)	IN PLACE OF	15-3(e)(2)	REGULAR
Holiday Leave	Paid leave credited to an employee when an observed holiday falls on a scheduled work day. May also be used to record an alternate day off for an employee if the observed holiday falls on an unscheduled day.	IN PLACE OF	24-5(a) 24-5(b)	REGULAR
Holiday Pay	If an observed holiday falls on a full time employee's regular day off, the department director may offer the employee pay as a holiday benefit only if the department director would have to pay overtime to another employee if the employee took an alternate day off. This pay code may only be entered on an employee's timecard by a supervisor.	ADDITION	24-5(b)	ношрау



Pay Code Name	Description	Used in Place of Or In Addition to "Hours	MCPR Reference (Or MCGEO Contract)	Pay Stub Description
Holiday Premium Pay At 1.5	System calculated holiday premium pay calculated at 1 1/2 times the employees hourly pay rate for work performed on a holiday that falls on the employees regular workday. All hours worked on the holiday should be recorded using the Hours Worked pay code.	ADDITION	24-7	HOL PREM 1
Holiday Premium Pay At 2.0	System calculated holiday premium pay calculated at two times the employee's hourly pay rate for work performed on a holiday that falls on an unscheduled workday. The actual hours worked on the holiday should be recorded using the Hours Worked pay code.	ADDITON	24-7	HOL PREM 2
Hours Worked	Used by all employees to record ALL hours worked regardless of the total number of hours worked in a day or week or whether the hours are considered overtime hours.	N/A	N/A	N/.A
Leave Without Pay	To record approved UNPAID hours for which the employee is absent from work.	IN PLACE OF	23	N/A
Leave Without Pay – FMLA	To record approved UNPAID leave hours for which the employee is absent from work that are used in conjunction with FMLA leave (Family and Medical Leave Act leave).	IN PLACE OF	23-4(a)(1)	N/A



Pay Code Name	Description	Used in Place of Or In Addition to "Hours	MCPR Reference (Or MCGEO Contract)	Pay Stub Description
Leave Without Pay - Parental Lv	To record approved UNPAID hours for which the employee is absent from work that are used in conjunction with Parental Leave.	IN PLACE OF	20-4(a),23- 4(a)(2)	N/A
	For use by a County employee member of the Maryland organized militia who is called to active duty under the authority of the Maryland governor for the period of actual service. This does not include inactive duty training.			
Military Leave	Also applies to members of the U.S. armed forces or National Guard that are involuntarily called to active duty under the authority of the President or a national emergency. These employees are entitled to receive County pay reduced by all pay and allowances received from the military except for separation allowances.	IN PLACE OF	22-2(c)	MILITARY LV
Multilingual Basic	System generated Multilingual Pay Differential paid to employees certified by OHR at the Basic level. The differential is paid based on all regular hours worked.	ADDITION	10-9(c)	MULT D RG1
Multilingual Advanced	System generated Multilingual Pay Differential paid to employees certified by OHR at the Advanced level. The differential is paid based on all regular hours worked.	ADDITION	10-9 (c)	MULT D RG2



Pay Code Name	Description	Used in Place of Or In Addition to "Hours	MCPR Reference (Or MCGEO Contract)	Pay Stub Description
Multilingual OT Basic	System generated Multilingual Pay Differential paid to employees certified by OHR at the Basic level. The differential is paid based on all overtime hours worked.	ADDITION	10-9(c)	MULT D OT1
Multilingual OT Advanced	System generated Multilingual Pay Differential paid to employees certified by OHR at the Advanced level. The differential is paid based on all overtime hours worked.	ADDITION	10-9(c)	MULT D OT2
OBGYN Pay Differential	For use by employees in the Obstetrician job class performing services on behalf of the Department of Health and Human Services. Employees should record 8 hours of Regular Hours Worked AND 8 hours of OBGYN Pay Differential for each delivered baby.	ADDITION	N/A	PH DIFF
Overtime At 1.0	System generated overtime pay applicable to exempt employees in grades 25 and higher that is calculated based upon total hours worked. Generally, overtime compensation that is paid in the form of pay and is calculated as 1 hour worked = 1 hour of overtime pay for all employees. At the employee's request, a supervisor may convert this overtime pay to compensatory leave earned by using the Pay Code Move function in MCtime.	ADDITION	10-7	OVERTIME 2



Pay Code Name	Description	Used in Place of Or In Addition to "Hours	MCPR Reference (Or MCGEO Contract)	Pay Stub Description
Overtime At 1.5	System generated overtime pay that is calculated based upon total hours worked. Generally, overtime compensation will be paid in the form of pay and is calculated as 1 hour worked = 1 1/2 hours of overtime pay for all employees in job classes that are non-exempt from the Fair Labor Standards Act. At the employee's request, a supervisor may convert this overtime pay to compensatory leave earned by using the Pay Code Move function in MCtime.	ADDITION	10-7	OVERTIME
Paid Time Off	For use by Directors & MLS employees only that participate in the Retirement Savings Plan. To record the use of accrued Paid Time Off.	IN PLACE OF	16-12 17-16	PD TME OFF
Paid Time Off with FMLA	For use by Directors & MLS employees only that participate in the Retirement Savings Plan. To record the use of accrued Paid Time Off that is used in conjunction with FMLA (Family and Medical Leave Act) leave.	IN PLACE OF	16-12	PD TME OFF
Paid Time Off with Parental Lv	For use by Directors & MLS employees only that participate in the Retirement Savings Plan. To record the use of accrued Paid Time Off that is used as with Parental Leave.	IN PLACE OF	16-12, 17-16, 20-4	PD TME OFF



Pay Code Name	Description	Used in Place of Or In Addition to "Hours	MCPR Reference (Or MCGEO Contract)	Pay Stub Description
Personal Day	To record the use of one or more accrued Personal Days. Time used is recorded as hours; however Personal Days must be taken in whole day increments.	IN PLACE OF	25-3	PERSONAL
Personal Day with FMLA	To record the use of one or more accrued Personal Days used in conjunction with FMLA (Family and Medical Leave Act) leave. Time used is recorded as hours; however Personal Days must be taken in whole day increments.	IN PLACE OF	25-3, 19-5(b)	PERSONAL
Personal Day with Parental Leave	To record the use of one or more accrued Personal Days used as with Parental Leave. Time used is recorded as hours; however Personal Days must be taken in whole day increments.	IN PLACE OF	25-3, 20-4	PERSONAL
Regular	System generated hours worked that are paid at the employee's base hourly pay rate.	N/A	N/A	REGULAR
Religious Leave Earned	To record additional hours worked during the work week to provide for equal time off for religious use purposes.	IN PLACE OF	15-4(a)	Religious Leave Hours Earned
Religious Leave Used	To record time off for religious leave purposes that corresponds to an equal amount of additional hours worked as Religious Leave Earned.	IN PLACE OF	15-4(a)	REL LV USE



Pay Stub Description	SHFT D RG3	SHFT D RG4	SHFT D OT3
MCPR Reference (Or MCGEO Contract)	MCGEO - Article 5.3	MCGEO - Article 5.3	MCGEO - Article 5.3
Used in Place of Or In Addition to "Hours	ADDITION	ADDITION	ADDITION
Description	All employees that are eligible to earn Shift Differential Pay must enter hours worked that are eligible for shift differential pay. See the MCGEO Bargaining Unit agreement for specifics. The payment of shift differentials have been automated for DPWT Transit Services Bus Operators and should not be entered.	All employees that are eligible to earn Shift Differential Pay must enter hours worked that are eligible for shift differential pay. See the MCGEO Bargaining Unit agreement for specifics. The payment of shift differentials have been automated for DPWT Transit Services Bus Operators and should not be entered.	All employees that are eligible to earn Shift Differential Pay must enter overtime hours worked that are eligible for shift differential pay. See the MCGEO Bargaining Unit agreement for specifics. The payment of shift differentials have been automated for DPWT Transit Services Bus Operators and should not be entered.
Pay Code Name	Shift Differential 2pm - 1059pm	Shift Differential 11pm - 5am	Shift Diff Overtime 2pm - 1059pm



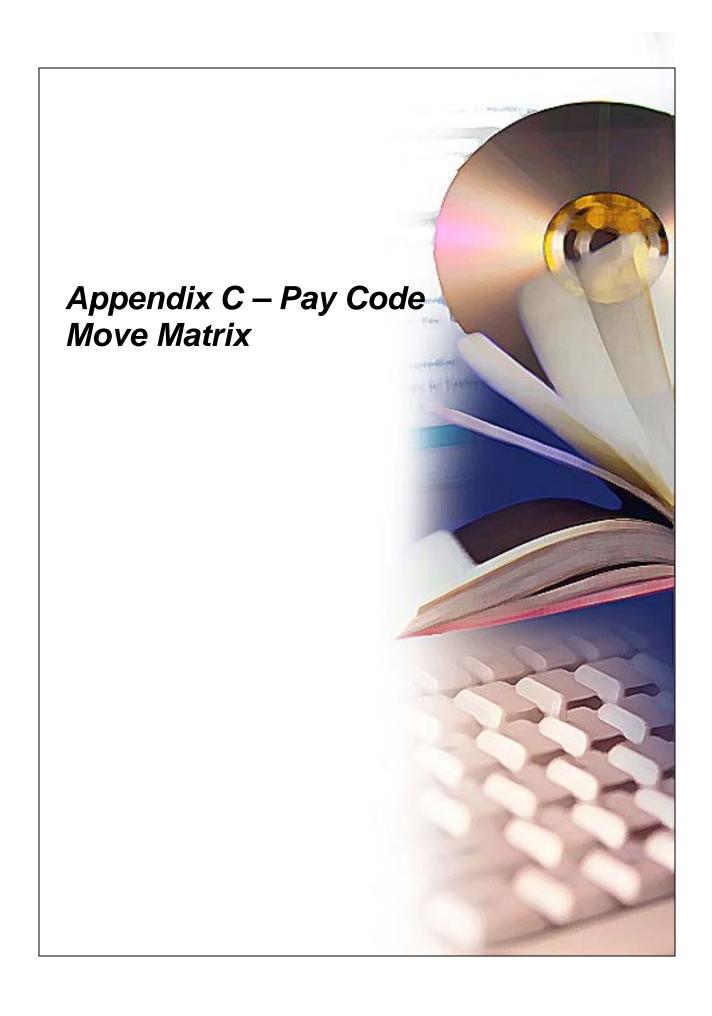
Pay Stub Description	SHFT D OT4	SICK LV	SICK LV	SICK LV	SICK LV	SICK LV
MCPR Reference (Or MCGEO Contract)	MCGEO - Article 5.3	17-6	19-5(c)	20-4(a)	10-7(d)(2), 17-6, 17-8	17-10(a)
Used in Place of Or In Addition to "Hours Worked"	ADDITION	IN PLACE OF	IN PLACE OF	IN PLACE OF	IN PLACE OF	IN PLACE
Description	All employees that are eligible to earn Shift Differential Pay must enter overtime hours worked that are eligible for shift differential pay. See the MCGEO Bargaining Unit agreement for specifics. The payment of shift differentials have been automated for DPWT Transit Services Bus Operators and should not be entered.	To record the use of accrued and authorized sick leave that was scheduled in advance, i.e. medical, dental or optical appointments.	To record the use of accrued and authorized sick leave that is used in conjunction with FMLA (Family and Medical Leave Act) leave.	To record the use of accrued and authorized sick leave that is used as Parental Leave.	To record the use of accrued and authorized sick leave that was not scheduled in advance, i.e. illness, unanticipated medical appointment, etc. Use of this pay code impacts the calculation of overtime when overtime was worked on the day preceding the unscheduled absence.	To record the use of donated sick leave. All other
Pay Code Name	Shift Diff Overtime 11pm - 5am	Sick Leave	Sick Leave with FMLA	Sick Leave with Parental Leave	Sick Leave – Unscheduled	Sick Leave - Donated



Pay Code Name	Description	Used in Place of Or In Addition to "Hours	MCPR Reference (Or MCGEO Contract)	Pay Stub Description
Stand By Pay	Off duty hours for which an employee is required (by the department director) to remain ready to perform unscheduled or unanticipated work.	ADDITION	10-11	STAND-BY
Temp/Part Time Pay	Must be used by employees that are assigned and working in a "Job 2" designated job and position. Use of this pay code is limited to a small number of employees that work on a part time basis in two different job classes and are paid at two different pay rates. Hours worked applicable to the Job 2 position are recorded with this pay code.	IN PLACE OF	N/A	TEMP PAY
Unpaid Time Worked	Applies to MLS employees and exempt employees in grades 25 and above. Represents recorded hours worked that are in excess of 80 hours in the pay period that are not compensated. For exempt employees in grades 25 and above, these hours represent the first five hours worked on scheduled work days that are in excess of the normal workweek.	N/A	10-6(b)(5), 10- 7(b)	N/A
Variable Pay Rate For S1	For use by temporary/seasonal employees in job classes that are compensated based on the seasonal salary schedule.	IN PLACE OF	N/A	REC VAR 1
Variable Pay Rate For S2	For use by temporary/seasonal employees in job classes that are compensated based on the seasonal salary schedule.	IN PLACE OF	N/A	REC VAR 2



Pay Code Name	Description	Used in Place of Or In Addition to "Hours	MCPR Reference (Or MCGEO Contract)	Pay Stub Description
Variable Pay Rate For S3	For use by temporary/seasonal employees in job classes that are compensated based on the seasonal salary schedule.	IN PLACE OF	N/A	REC VAR 3
Variable Pay Rate For S4	For use by temporary/seasonal employees in job classes that are compensated based on the seasonal salary schedule.	IN PLACE OF	N/A	REC VAR 4
Variable Pay Rate For S5	For use by temporary/seasonal employees in job classes that are compensated based on the seasonal salary schedule.	IN PLACE OF	N/A	REC VAR 5
Variable Pay Rate For S6	For use by temporary/seasonal employees in job classes that are compensated based on the seasonal salary schedule.	IN PLACE OF	N/A	REC VAR 6
Variable Pay Rate For S7	For use by temporary/seasonal employees in job classes that are compensated based on the seasonal salary schedule.	IN PLACE OF	N/A	REC VAR 7
Variable Pay Rate For S8	For use by temporary/seasonal employees in job classes that are compensated based on the seasonal salary schedule.	IN PLACE OF	N/A	REC VAR 8





Pay Code Move Matrix

Changing Overtime Pay to Compensatory Leave Earned

Generally, all overtime hours worked by non-exempt employees will be paid by MCtime in the form of overtime pay. An employee may elect to earn compensatory leave in lieu of overtime pay with supervisory approval. To reclassify the overtime hours from pay to compensatory leave, the supervisor must perform a Pay Code Move by selecting the appropriate Compensatory Leave Pay Code that matches to the corresponding Overtime Pay code as reflected below.

OVERTIME PAY	MOVE	COMPENSATORY LEAVE
	TO	
OT at 1.5 - Overtime	→	CL3 - Comp Lv Earned-1 hr EQ 1.5
OT at 1.5 36 HR Week - Overtime	→	CL3 - Comp Lv Earned-1 hr EQ 1.5
OT at 1.5 44 HR Week - Overtime	→	CL3 - Comp Lv Earned-1 hr EQ 1.5
OT at 1.5 on Unscheduled Day	→	CL3 - Comp Lv Earned-1 hr EQ 1.5
Call Back Pay	→	CL3 - Comp Lv Earned-1 hr EQ 1.5
OT - DOCR - Paid Meal Break	→	CL3 - Comp Lv Earned-1 hr EQ 1.5
Overtime Premium at .5	→	CL1 - Comp Lv Earned-1 hr EQ .5
Overtime Due to Schedule Change	→	CL1 - Comp Lv Earned-1 hr EQ .5
OT at 1.0 - Overtime	→	CL2 - Comp Lv Earned-1 hr EQ 1.0



Changing Compensatory Leave Earned to Overtime Pay

Generally, all overtime hours worked by exempt employees will be paid by MCtime in the form of compensatory leave. An employee may elect to earn overtime pay in lieu of compensatory leave with supervisory approval if the cost of overtime pay can be accommodated within the department's existing budget appropriations and the amount of overtime work needed is so great that the employee would not be able to use the compensatory time earned during the leave year. To reclassify the overtime hours from compensatory leave to overtime pay, the supervisor must perform a Pay Code Move by selecting the appropriate Overtime Pay Code that matches to the corresponding Compensatory Leave Pay Code as reflected below.

COMPENSATORY LEAVE	MOVE TO	OVERTIME PAY
CL3 - Comp Lv Earned-1 Hr EQ 1.5	→	OT at 1.5 - Overtime
CLE - 1.5 36 HR Week	→	OT at 1.5 - Overtime
CLE - 1.5 44 HR Week	→	OT at 1.5 - Overtime
CLE - 1.5 Unscheduled	→	OT at 1.5 - Overtime
CL2 - Comp Lv Earned-1 hr EQ 1.0	→	OT at 1.0 - Overtime
CLE - 1.0 36 HR Week	→	OT at 1.0 - Overtime
CLE - 1.0 44 HR Week	→	OT at 1.0 - Overtime
CLE - 1.0 Unscheduled	→	OT at 1.0 - Overtime



Changing Holiday Premium Pay to Compensatory Leave

All holiday hours worked by an employee will be paid as Holiday Premium Pay by MCtime. If a department director cannot pay premium pay to an employee for holiday work because of special or significant budgetary limitations, the department director must credit the employee with compensatory leave in lieu of holiday premium pay. To reclassify the holiday hours worked from Holiday Premium Pay to Compensatory Leave, the supervisor must perform a Pay Code Move by selecting the appropriate Compensatory Leave Pay Code that matches to the corresponding Holiday Premium Pay code as reflected below.

HOLIDAY PAY	MOVE TO	COMPENSATORY LEAVE
HDP - Holiday Pay	→	CLH - Comp Lv Earned For Holiday
HP1 - Holiday Premium Pay at 1.5	→	CL3 - Comp Lv Earned-1 hr EQ 1.5
HP2 - Holiday Premium Pay at 2.0	→	CL4 - Comp Lv Earned-1 hr EQ 2.0

Appendix D – Genie Descriptions



Genie Descriptions

MCtime genies are used by managers to view employee timecard information for a group of employees without having to access individual timecards. They provide a starting point for viewing and accessing information in MCtime and can assist the manager with streamlining the timecard review process. Following is a list of genies that are currently available in MCtime. Additional genies may be added to MCtime as needs arise.

Pay Period Close
Timecard Approvals
Check Overtime
People Attributes
Leave Balances
Leave Used
People Profile
Quick Find
Schedule Editor
Assigned Schedule
Pay Rule Assignment

Column descriptions for each of these genies are provided on the following pages.



Pay Period Close Genie

Column Name	Description
Employee Name	The name of the employee.
Manager Name	The employee's manager name.
R/T – Seas	Indicates whether the employee is a Regular (R) or Temporary (T) employee and whether they are a Seasonal employee (Yes or No).
FT or PT	Indicates whether the employee is full-time (F) or part-time (P).
Total Reg Hours	The number of regular hours the employee has worked during the time period. This number excludes all overtime, leave and pay differential hours.
Total Leave Hours	The number of leave hours reported on the employee's timecard for the time period.
Total Hours toward Schedule	The sum of the hours reported in the "Total Reg Hours" column and the "Total Leave Hours" column.
Expected Hrs per Pay Period	The number of hours the employee is expected to work in a given pay period. For all regular, full-time employees (excluding Fire and Rescue), the expected pay period hours should be 80.0. The hours reflected for part-time employees are based upon their full-time equivalency percentage stored in the HRMS/Payroll system, (i.e. 50% of 80 hours = 40.0 hours).
Total OT Hours	The number of overtime hours worked during the time period for which the employee will receive either paid overtime or compensatory leave.



Timecard Approvals

Column Name	Description	
Employee	The name of the employee.	
Name		
Department	The employee's "home" department name.	
Approved by	A checkmark displays when the timecard has been approved by the	
Employee	employee.	
Manager Name	The name of the employee's manager.	
A managed by	A "1" indicates that the manager has approved the employee's	
Approved by	timecard. A "2" indicates that two different managers have	
Manager	reviewed and approved the employee's timecard.	
	A checkmark indicates that the employee's timecard has been	
Signed Off by	submitted to Payroll and has been signed off for processing. No	
Payroll	further edits are allowed to the timecard by the employee, manager or payroll once the sign off has been applied to the timecard.	

Check Overtime

Column Name	Description				
Name	The name of the employee.				
OT Hrs Paid	The number of overtime hours worked that will be compensated in				
OT	the form of overtime pay.				
OT Hrs Comp Lv Earned	The number of overtime <u>hours worked</u> that will be compensated in the form of compensatory leave. This does not necessarily reflect the number of compensatory leave hours earned since many employees earn compensatory leave at a rate of 1.5 hours for each hour worked.				
Total OT Hrs	The total number of overtime hours worked. This is the sum of the OT Hrs – Paid OT and the OT Hrs – Comp Lv Earned columns.				
Holiday	Displays the number of hours worked on a holiday that will be paid				
Premium Pay HP1	as Holiday Premium Pay at 1.5 times the employee's hourly rate.				
Holiday Premium Pay HP2	Displays the number of hours worked on a holiday that will be paid as Holiday Premium Pay at twice the employee's hourly rate.				



People Attributes

Column Name	Description				
Employee Name	The name of the employee.				
Division Section	The employee's "home" division and section number.				
R/T – Seas	Indicates if the employee is a Regular (R) or Temporary (T) employee and whether they are a Seasonal employee. Seasonal employee status is identified as "Yes" or "No".				
FT/PT	Indicates whether the employee is a full-time (F) or part-time (P) employee.				
ML	Indicates whether an employee is eligible for Multi-lingual Pay Differential at the basic (B) or advanced (A) level for all worked hours. A blank indicates that the employee is not eligible for Multi- lingual Pay Differential.				
FLSA/Grade	Displays the employee's FLSA status for overtime purposes and salary grade. An "E" indicates that the employee is exempt; an "N" indicated that the employee is non-exempt. Overtime pay is the default form of overtime payment for non-exempt employees. Compensatory leave is the default form of overtime payment for exempt employees (MCGEO and unrepresented employees).				
	Displays the Manager Class Code for department managers and administrators with special levels of access in MCtime. Most frequently used codes include:				
Manager Class Code	DM – Department manager with expanded access DA – Department administrator SC – Scheduling Administrator PA – Payroll Administrator PM – Payroll Manager FA – Functional Administrator TT – Transit Timekeeper DD – Dept Director with Self-Certification DT – Department Timekeeper				
Job 2	For Job 2 employees only – displays the department and job class for the employee's second job.				



Leave Balances

Column Name	Description				
Employee	The name of the employee.				
Name					
Hire Date	Displays the employee's most recent employment date.				
Annual Leave	Reflects the number of annual leave hours available for usage as of the last payroll run.				
Sick Leave	Reflects the number of sick leave hours available for usage as of the last payroll run.				
Comp Leave	Reflects the number of compensatory leave hours available for usage as of the last payroll run.				
PTO	For Department Directors and MLS employee participating in the Retirement Savings Plan only. Reflects the number of Paid Time Off hours available for usage as of the last payroll run.				
Personal Days	Reflects the number of personal leave days available for usage as of the last payroll run.				
Religious Leave	Reflects the number of religious leave hours available for usage as of the last payroll run.				



Leave Used

Column Name	Description				
Employee Name	The name of the employee.				
Total Admin	The number of administrative leave hours used during the selected period. This includes all types of administrative leave.				
Total Sick	The number of sick leave hours used during the selected period. These hours also include sick leave hours used as Family Sick Leave.				
Total Annual	The number of annual leave hours used during the selected period.				
Total PTO	The number of paid time off hours used during the selected period.				
Total Personal	The number of personal leave hours used during the selected period. Personal leave should always be used as whole days.				
Total Comp Leave	The number of comp leave hours used during the selected period.				
Holiday Leave	Represents the number of hours the employee was scheduled to work but did not work on a County observed holiday.				
Military Leave	The number of military leave hours used during the selected period.				
Total Other Leave	The number of other paid leave hours used during the selected period, i.e. Disability Leave and Religious Leave.				
Total Unpaid Leave	Total number of unpaid leave hours used by the employee, i.e. Leave without Pay.				
Total Leave	Total number of paid and unpaid leave hours used by the employee. Represents the sum of all preceding leave columns in the genie.				



People Profile

Column Name	Description			
Employee	The name of the employee.			
Name				
Dept-Division-	The employee's "home" department, division number and section			
Section	number.			
Manager Name	The employee's manager name.			
Manager	The employee's manager position number.			
Position				
Number				
Job Title	The employee's job title.			
Home Index / Activity	The employee's home or default index code. (For Department of Public Works divisions that use activity codes in place of index codes, this field will reflect the employee's home activity code.)			
Home Project	The employee's home project code.			
Code				
Home Grant Yr	The employee's home grant year.			
Transfer Set	Represents the name of the set of index codes, project codes and grant detail that may be selected.			

Quickfind

This genie is used to perform a search on an employee name or employee ID within MCtime. A wildcard (*) may be used to facilitate the search.

Example - To search for all employee with last names that begin with J, enter "J*.

Column Name	Description			
Employee	The name of the employee.			
Name				
ID	The employee's MCtime identification number.			
Department	The employee's "home" department name.			
Job Title	The employee's job title.			
Division-	The employee's "home" division/section number.			
Section				
Index Code	The employee's "home" index code number.			



Schedule Editor

Column Name	Description		
By Employee Tab			
Name	The name of the employee.		
Expected PP	Lists expected pay period hours.		
Hrs	Lists expected pay period flours.		
Totals	Displays total scheduled hours for the selected period.		
Date Cells	Displays daily shifts for dates selected.		

Assigned Schedule

Column Name	Description			
Employee Name	The name of the employee.			
Division	The employee's "home" division number.			
Schedule Group	The employee's assigned schedule group.			
R/T	Indicated whether the employee is a Regular (R) or Temporary (T) employee and whether they are a Seasonal employee as indicated with a "Yes" or "No".			
FT/PT	Indicates whether the employee is full-time (F) or part-time (P).			
Std Pay Period	Lists Standard Pay Period Hours – i.e. 80 hours for all full-time			
Hours	regular employees.			
Pay Rule	Lists the Pay Rule assigned to the employee.			



Pay Rule Assignment

Column Name	Description			
Employee Name	The name of the employee.			
Pay Rule	Lists the Pay Rule assigned to the employee.			
Division	The employee's "home" division number.			
R/T-Seas	Indicated whether the employee is a Regular (R) or Temporary (T) employee and whether they are a Seasonal employee as indicated with a "Yes" or "No".			
FT/PT	Indicates whether the employee is full-time (F) or part-time (P).			
FLSA/Grade	Displays the employee's FLSA status for overtime purposes and salary grade. An "E" indicates that the employee is exempt; an "N" indicated that the employee is non-exempt. Overtime pay is the default form of overtime payment for non-exempt employees. Compensatory leave is the default form of overtime payment for exempt employees (MCGEO and unrepresented employees).			
ML	Indicates whether an employee is eligible for Multi-lingual Pay Differential at the basic (B) or advanced (A) level for all worked hours. A blank indicates that the employee is not eligible for Multi- lingual Pay Differential.			
Schedule Group	The employee's assigned schedule group.			
Job Title	The employee's job title.			



Below are terms common to payroll and the MCtime system.

Accruals – Leave balances such as Annual, Comp, PTO, and sick are displayed in the Accruals tab of the timecard.

Approval – Disables a timecard from further edits. Employee approvals prevent the employee from editing, but a manager may still make changes before submission to payroll.

Audits Tab – Displays all of the edits made to a timecard by the employee, manager or payroll.

Calculate Totals – Recalculates the timecard to display accurate totals. Calculating totals does not save changes to the database.

Compensatory Leave – Time off earned by an employee in lieu of overtime pay.

Current Pay Period – The pay period for the current two week pay cycle for which today's date falls.

Duration – The manner in which hours are reported in MCtime for a given work day. Duration is reported in hours versus start and stop times.

Effective Date – Initial date when a specific change takes place. For example, when working with schedules, the date the selected employee(s) are assigned to a new schedule group. In general, effective dates should always be the beginning of a pay period.

Employee – A person who works for the County and approves only their own timecard.

Employee View – The timecard display used only by employees which is different from the manager view. Employees may edit their own timecard, view accrual balances and timecard totals for their own timecards only.

Exempt Employee – An employee who is not required to receive overtime compensation under the Fair Labor Standards Act (FLSA) because of an exemption in the law. Montgomery County Personnel Regulations provide for overtime payments to most exempt non-MLS employees for excess hours worked even though not required by law to do so.



Expected PP Hrs – The number of hours an employee is scheduled to work in a given pay period. The Expected PP Hrs for most full-time employees is 80 hours. The Expected PP Hrs for part time employees is equal to their full-time equivalency as reflected in the payroll system multiplied by 80 hours.

Full-time Employee – A person serving in a County career position (including a term position) that requires employment for forty or more regularly scheduled hours per week on a continuing year round or school year basis.

Genie – A tool in MCtime that allows a manager to view information on an entire group of employees without having to access each individual timecard.

Gold Bar – A thin gold line that displays at the top of the screen indicating that changes have been made to the timecard but have not been saved.

Grant Year – A labor level that represents the fiscal year of a grant.

Group Edit – Modifying more than one timecard with the same change. A group edit may be used to approve all employee timecards at one time.

Header – The top portion of the MCtime screen that is made up of four separate components; the Show field, Time Period field, Menus, and Launch buttons.

Index Code – A labor level representing the nine digit code that identifies your primary work activity for accounting purposes.

Kronos – The software vendor that produces and sells MCtime. The Kronos title for the application is Workforce Timekeeper.

Labor Account – A combination of one labor entry from each labor level.

Labor Account Transfer – Performed when an employee works in an account different from their primary labor account. Used when an employee needs to charge hours to a different index code (or activity code), project code, or grant year.

Labor Level – A category that defines Montgomery County's cost centers and accounting structure. Also used to define managers for timecard approval purposes.

Launch Buttons – Shortcuts used to open specific applications in MCtime. Launch buttons are for Timecard, Schedule, People, and Reports.



Log Off – Link that allows a user to appropriately exit MCtime. To maintain information employment for less than forty regularly scheduled hours per week on a continuing year round or school year basis.

Pay Code – Holds the hours accumulated by employees throughout the pay period. As an employee works, hours are placed into pay code buckets as determined by the employee's pay rule.

Pay Code Edit – Performed to adjust or add hours from or to specific pay codes such as annual leave, sick leave, or shift differential.

Pay Period Close Genie – Used to review the status of employee's timecards at the end of the pay period.

Pay Rule – A set of business rules used by MCtime to correctly determine hours that are applicable to a specific employee group. The business rules determine if, when, and how overtime is calculated, when holiday leave and holiday premium pay is earned, and how multilingual pay is calculated.

Payroll – The section within the Department of Finance/Division of the Controller that processes and distributes bi-weekly payroll checks, pay advices and deposits to County employees.

Payroll Sign-off – A process by which Payroll disables all timecards to prevent future edits. The payroll sign-off initiates the final payroll process.

People Launch Button – Shortcut link used to open the People Record.

People Record – Contains information specific to each employee. This information includes the employee's name, primary labor account and pay rule.

Previous Pay Period – The pay period for the two week pay cycle immediately preceding the current pay period.

Primary Labor Account – The account to which an employee is assigned to track hours for accounting purposes. The labor account also identifies the employee's department, division, manager, and home index code.

Primary Sort – The first criteria used for categorizing the results of a genie.

Project Code – A labor level representing a code that tracks County money used for capital construction or special tasks.



Punch – Start time or end time. Most employees and managers do not use punches but enter durations instead.

QuickFind – A genie that allows a manager to search for a specific employee or group of employees by entering all or part of an employee's name or ID number.

Refresh – A function that cancels any unsaved data and updates the workspace with the most current information from the database. If a change has been made to a timecard and saved, the refresh function may be used to ensure that the most recent changes are reflected in the totals.

Remove Approval – Function performed by an employee, manager, or Payroll to cancel the approval of a timecard so edits may be made.

Reports Launch Button – Shortcut link used to open the Reports application.

Roll-Up Genie – A genie that displays specific employee information or totals information by labor account.

Save – Function to submit the current timecard information to the database. Additional edits may be made to the timecard after the initial save has been performed.

Schedule – Represents the number of hours the employee is expected to work on a daily, weekly, and pay period basis. Schedules are maintained for full-time and part-time employees to provide the basis for overtime and holiday leave calculations.

Schedule Editor – The primary work area to create and maintain employee's schedules.

Schedule Group – Used to combine employees who work the same schedule. All employees assigned to a schedule group work the same shifts and days as defined in the schedule group.

Schedule Launch Button – Shortcut link used to open the Schedule Editor.

Secondary Sort – The second criteria used for categorizing the results of a genie.

Shift – A span of time that an employee is scheduled to work on a given day. For example, an employee that works five 8 hour days Monday through Friday works eight hour shifts each day.

Show – Located in the header, the Show field determines which people records appear. security, proper logoff is essential.



Manager – An employee who is permitted to perform additional functions within MCtime such as editing and approving timecards.

Manager View – The timecard functionality/view managers use to perform administrative functions. The manager view is different from the employee view. The manager view allows managers to make entries to their own timecards as well as their employee's timecards.

MCtime – Also known as Montgomery County's electronic timecard system, an online software application used by the County that provides scheduling and time tracking information.

Move – The act of transferring hours to or from an overtime pay code to or from a compensatory pay code. This function must be performed by a manager or timekeeper.

Navigation Bar – Located on the left side of the MCtime screen, the navigation bar displays a list of features and links.

Next Pay Period – The pay period for the upcoming two week pay period cycle.

Non-exempt Employee – A person assigned to a position that is eligible for overtime pay under the Fair Labor Standards Act for all hours worked in a week over forty.

Non-populated Timecard – Used by employees and managers who do not have a schedule assigned (temporary or part-time employees). All time must be entered manually each day.

Override Shift – Used to change a pay code and cancel the scheduled shift for that day.

Overtime – Time worked beyond the normally scheduled hours.

Paid from Schedule – Full-time employee's timecards are pre-populated with a full-time schedule. Only pay period end approval is required if no timecard changes are entered for schedule deviation within the pay period.

Part-time Employee – An employee or manager assigned to a position that requires

Temporary Employee – In general an employee assigned to a position who is not required to work on a continuous year round or school year basis. Temporary employees do not have a pre-determined set schedule. Temporary employees must manually enter their hours worked or leave taken in the timecard each day.

Time Period – Located in the header, the Time Period field determines what timeframe is displayed in the workspace.



Timecard – The electronic equivalent of a paper timesheet.

Timecard Launch Button – Shortcut link used to open the timecard for an individual employee.

Timeout – The result of a period of inactivity where the user will be logged out of the system and will need to log in again in order to continue using MCtime.

Total Hrs Towards Schedule – The sum of the hours reported in the "Total Reg Hrs Worked" column and the "Total Leave" column in the Pay Period Close genie. The total hours reflected in the Total Hrs Toward Schedule column should be compared to the hours in the Expected PP Hrs column. Generally, these two columns should match if the timecard has been completed correctly.

Total OT Hrs Paid – Displayed in the Pay Period Close genie, the number of overtime hours worked during the time period for which the employee will receive paid overtime.

Total Reg Hrs Worked – Displayed in the Pay Period Close genie, the amount of regular hours the employee has worked during the time period. This number excludes all overtime, leave and pay differential hours.

User ID and Password – Two unique pieces of identification information needed to log on to MCtime. This is also referred to as County Network and Password.

Wages – Calculation based on the number of hours worked, pay code multiplier and employee's hourly pay rate as shown in the Totals tab.

Work Rule Transfer – Performed when an employee's pay rule needs to be re-assigned to calculate hours differently than their default pay rule.

Workspace – The middle portion of the MCtime screen. The contents of the workspace change based on what part of the application the user is accessing.